





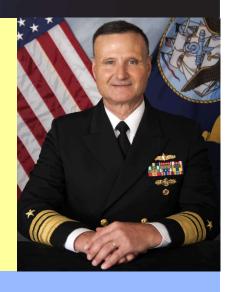


WELCOME ABOARD!

Thank you so much for joining our team at **NAVSEA**.

Tell us about your <u>Onboarding Experience</u> by taking the Command's **First Impression Survey**.

A survey link will be emailed to you approximately *three months* (90 days) from your onboarding date. We are **LISTENING!**



Survey Results Dashboard First Impression Survey ...right click image and select 'Open Hyperlink.'

The survey is delivered via your Navy email. Please ensure your email is up-to-date in MyBiz & MilConnect.

You can complete the survey in **10 minutes** and it is completely **ANONYMOUS**.

NAVSEA Human Resources Offices create **Action Plans** to improve the <u>Onboarding Experience</u> according to survey responses.



Virtual Onboarding – Day 1



Agenda

<u>Day 1</u>		
0845	Welcome / Sign-In / Agenda / HR	
0905	Records Management	
0930	Other Helpful Information / DONCEAP & Childcare	
0945	Information Assurance (IA) / Cyber Security Briefin	g
1010	Break 1	
1020	Benefits Overview	
1100	<u>Telework Brief</u>	
1115	Payroll / Timekeeping	
1130	EEO Brief	
1200	Oath of Office / CO Brief	
1230	<u>Lunch</u>	
1300	Safety Brief	For presentations or more onboarding materials, go to:
1350	Ethics Brief	NSWCCD New Hires Page
1410	Break 2	https://www.navsea.navy.mil/Home/Warfare-Centers/NSWC-
1420	A look from the Bridge	Carderock/Career-Opportunities/Forms-for-New-Hires/
1500	Security Forms	Wiki Onboarding Page (CAC required):
1530	Wrap Up	https://wiki.navsea.navy.mil/display/WDP/Employee+Onboarding +Program
		TELOGICALI

Human Resources Paper Work



Review HR Paper Work

Complete Tax Forms

FastStart, W4, and State (if applicable)

Complete the following forms if not already done

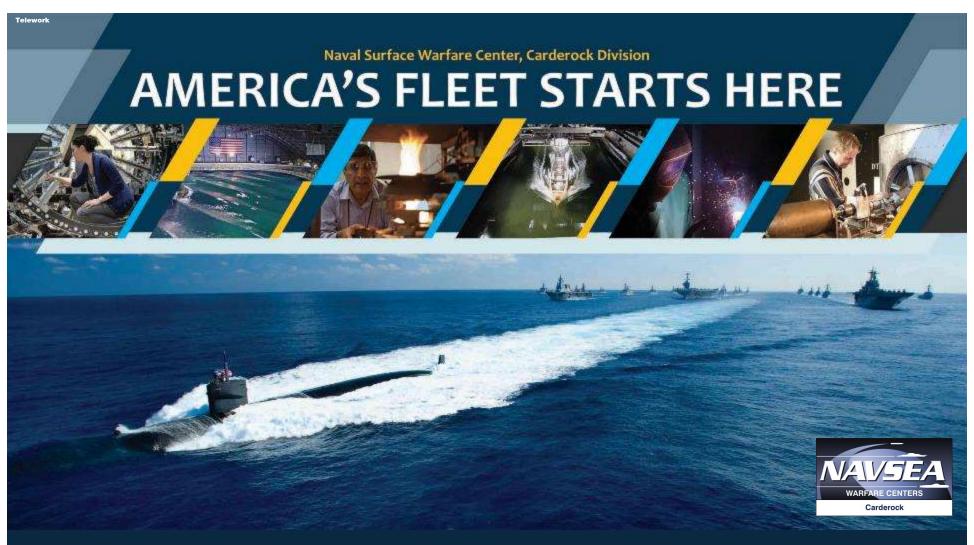
• SF144, EOD 02/03, etc.

Complete before end of Day 1

 SF-61, second OF 306 signature, any questionnaires or forms not marked complete, SF256 and SF181.

Brief Overview of Electronic Official Personnel Folder (eOPF)

Can be found on page 16 of your Ready Reference Guide (RRG)



Annual Records Management Training

CAPT Todd E. Hutchison

Commanding Officer, NSWCCD

SSIC 5210 2022

Lawrence Tarasek

Technical Director, NSWCCD

Why do I Have to Have this Training



Title 36 Code of Federal Regulations, Chapter XII, Subpart B: Federal Records, mandates that all Federal agency are to:

Provide guidance and training to all agency personnel on their records management responsibilities, including identification of Federal records, in all formats and media.



Department of the Navy Chief Information Officer memo May 2016: Annual Records Management Refresher Training. May 2016

2016 ANNUAL RECORDS MANAGEMENT TRAINING GUIDE

References:

- (a) SECNAVINST 5210.8E "Department of the Navy Records Management Program," 17 Dec 2015
- (b) SECNAV Manual 5210.1 "Department of the Navy Records Management Manual," Jan 2012 with Revision 1

This guide fulfills the requirement that Department of the Navy (DON) personnel (military, government civilian and contractor) be reminded each year of their records management responsibilities.

NAVSEA EM Policy



NAVSEAINST 5210.5C NAVSEA Records Management Program





DEPARTMENT OF THE NAVY NAVAL SEA SYSTEMS COMMAND 1333 ISAAC HULL AVE SE WASHINGTON NAVY YARD DC 20376-0001

NAVSEAINST 5210.5C Ser 00A/512

1 Jun 2021

NAVSEA INSTRUCTION 5210.5C

From: Commander, Naval Sea Systems Command

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5210.8F

- (b) SECNAV M-5210.1 of September 2019
- (c) SECNAV M-5210.2 of August 2018
- (d) NAVSEA M-5210.1 of September 2017
- (e) U.S. Navy Regulations, 1990
- (f) OPNAVINST 5750.4E
- (g) NAVSEA 08 Ser 08X/15-03460 17 Sep 15
- (h) NAVSEAINST 5510.1C
- (i) NAVSEAINST 5211.2B
- (j) NAVSEAINST 5210.6
- (k) Federal Acquisition Regulations, Volume I
- (1) Uniform Code of Military Justice
- 1. <u>Purpose</u>. This issuance updates Naval Sea Systems Command (NAVSEA) Records Management (RM) Program policy to ensure proper and effective implementation of Department of the Navy (DON) Records Management Program requirements published in references (a) through (e), and policies related to the agency records management program published in references (f) through (k).

- c. COMNAVSEA may delegate responsibility for execution of a Command Records Management Program to the Executive Director, or he/she may designate a senior command official to function as the RM Program executive agent; currently the designated Program Executive Agent is the Director, SEA 00A, with the NAVSEA RM Program located in the Command Secretariat Division (SEA 00A1). Responsibilities will include, but not be limited to:
 - (1) Oversight of the program within the NAVSEA enterprise.
- (2) To ensure enterprise-wide compliance with references (a) and (e) which mandates that all commanding officers will require records relative to personnel, material and operations, as required by current instructions, are maintained properly by those responsible, therefore; he/she will take action to ensure that Heads of NAVSEA Headquarters (HQ) Directorates, staff codes, and PEOs, field activity commanding officers and officers in charge are informed of that they are responsible for ensuring compliance with all requirements of this instruction within their AOR; in particular ensuring that all personnel complete mandatory annual records management training.

Records Management Responsibility



The following slides discuss the Records Management responsibilities assigned to all DON personnel (military, civilian and contractor).

Records Management Responsibility



Create, maintain, and properly preserve records.

DON personnel are required to create, maintain, and properly preserve records that document the Department's transaction of business and mission in wartime and peace time. Federal records provide evidence of the Department's organization, functions, policies, procedures, decisions, operations, and

other activities.



What Are Records?



In short, a "record" is any document or material made or received in the course of government business, which is or should be kept either as evidence of the conduct of business or because it contains valuable information.

Official Business = Official Record

What does regardless of physical form or characteristics mean?



That the definition of 'Record' includes electronic format documents that contain information designated by DON as an official record.













Create Records



Made means the act of creating and recording information by agency personnel in the course of their official duties.

Examples:

- Correspondence - Corrective Action Report (CAR) - Hazardous Material

- Directives/Issuances - Continuity of Operations Plans -

Overhaul/Rework

- Forms - Technical

Manuals/Other Data - Plant Property

- Memoranda - Ship Design and Material

- Technical Reports

- Payroll - Ship/ordnance system

drawings - Personnel Security

- Awards (civ/mil) - Ship Design and Material Records - Safety Reports

- Contracts/Purchase Files - Equal Employment Opportunity - Dry docking

Reports

- IT Operations/Management - Ship Inspection/Trial/Test - Budget Reports

Create Records



Received means the acceptance or collection of documentary materials by or on behalf of an agency or agency personnel *in the course of their official duties*.

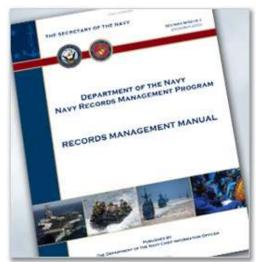
Examples: Correspondence (including email) requiring response or action, or retained for business reference; FOIA requests; Congressional or other government agency requests; Higher level program directive/ issuance/memorandum providing program requirements/ guidance; Technical Publications, Reports or Specifications from another DoD or DON activity, or Naval System Command; Vendor Technical Publication/Report/Specifications provided as a contract deliverable

Create Records Properly Preserve



All DON personnel (military, civilian and contractor): maintain documents created or received as part of their official duties per DON RM standards and procedures.

manage official records in their custody per DON record retention disposition standards.



Warfare Center File Plan



Every Department has a file plan which lists the location of electronic and paper records. Your records should be listed on the plan.

			WARFAR	E CENTE	RS FILE PLAN							
Prescribir	ng Doc: SE	CNAVINST 5210.8E. This spreadshe	et is equival	ent to OPI	NAV 5210/76 (Rec. 06/2011), Navy Organizational File	Plan, and	includes IS0) 0 9001:2008 standa	ards.			
* SECNAY	/ M-5210.2,	DON SSIC Manual: A Standard Sub	ject Identifi	cation Cod	le (SSIC) is required on all DON records including, bu	ıt not limi	ted to, letters	, messages, direc	tives,			
Program Off	ice Manager/	Records Custodian										
Department	Records Liais	on Coordinator:										
Command R	ecords Manag	ger:										
Program/ Dept/Cod e	DON Records Schedule item (SF- 115)	Record Description (SF-115)	Temp/Perm	Essential Record (Drop Down)	Disposition Instruction (SF-115)	Physical Media (Drop Down)	Location	File Series Title	SECNAV M-5210.2 Prescribe d SSIC	POCłEmail	File Series Date Span (YYYY - YYYY)	Disposition Authority (SF-115)
Code 10		General Operations - Administration and Management:	Temp		TEMPORARY: Cutoff at end of end of calendar year. Destroy 3 years after cutoff.		CDMS/HPRM/Fil e Cabinet/Eto.	Correspondence	5000	John Doe John.doe@navy.mil	2018 - 2020	DAA-NU-2015-0005-0078
	7											

Code 1064 File Plan



Here's an example of a file plan for Code 1064. This code has directives, forms, Records Management, and external agreement records.

Code 1064	5000-86	Subordinate Command Plans and Policies:	Temp	No	TEMPORARY: Destroy when superseded or canceled.	Paper Documents	Cabinet #6, Drawer A	Directives Case Files	5215	Robin D. Beckham robin.beckham@navy.mil
Code 1064	5000-105	GRS 4.1 020 - Records Management Program Records:	Temp	No	TEMPORARY: Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.	Paper Documents	Cabinet #6, Drawer A	Records Management Program Files	5210	Robin D. Beckham robin.beckham@navy.mil
Code 1064	5000-66	Program Management:	Temp	No	TEMPORARY: Cut off at end of calendar year, cancellation or supersession. Destroy 5 years after cut off.	Electronic Records	SharePoint	Forms Management Case Files		Robin D. Beckham robin.beckham@navy.mil
Code 1064	5000-68	Interagency Agreements:	Temp	No	TEMPORARY: Cutoff at supersession, cancelation, or termination of the agreement. Destroy 7 years after cutoff	Electronic Records	SharePoint	External Agreement Copies	5000	Robin D. Beckham robin.beckham@navy.mil

Technical Record File Plan



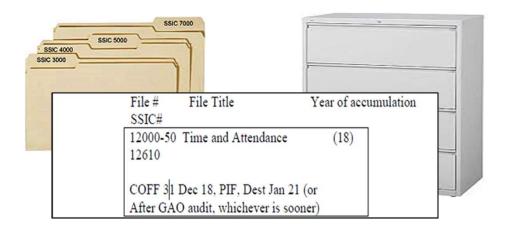
Here's an example of a file plan for HQ DUSW. This code has many different components to it and this is a sample from one part of it.

		-			Temporary: Cut off at end of calendar year or project completion.	Electronic	HQ Users -	Analysis EDs Intent				
HQUSW	3000-47	Research Interoperability and Standards	Temp	No	Destroy 7 years after cut off.	The second secon	AND HOUSE	Strat Plan Al#14	3900	Lauren.e.legault.civ@us.navy.mil	2013-2021	DAA-NU-2015-0003-0047
					T	Flankson's	11011					
HQUSW	3000-47	Research Interoperability and Standards	Temp	No	Temporary: Cut off at end of calendar year or project completion. Destroy 7 years after cut off.	- September	HQ Users - Shared Drive	EXSCAN	3900	Lauren.e.legault.civ@us.navy.mil	2011-2021	DAA-NU-2015-0003-0047
					Temporary: Cut off at supersession, cancelation, or termination of the	Electronic	HQ Users -					
HQUSW	5000-68	Interagency Agreements	Temp	No	agreement. Destroy 7 years after cut off.	Records	Shared Drive	SSTP S3P MOA	5000	Lauren.e.legault.civ@us.navy.mil	2020-2021	DAA-NU-2015-0005-0066

Maintain Records







Electronic:

Print / File









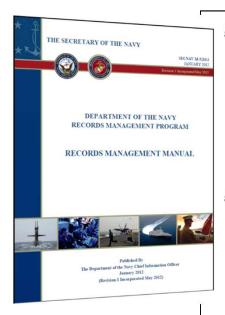




Retention & Disposition



YOU DO NOT HAVE TO DECIDE IF YOUR BUSINESS INFORMATION IS A RECORD ...



5000-32. Automatic Data Processing Program:

Information created/used for the development, establishment, and accomplishment of automatic data processing (ADP) management plans, programs, and procedures. [!]

Permanent: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.

5000-33. Hazardous Substance Reports:

Reports and other records required by the Comprehensive Environmental Response Compensation Liability Act.

Temporary: Cutoff at end of calendar year. Destroy 75 years after cutoff.

YOU ONLY HAVE TO FOLLOW THE DON PUBLISHED RETENTION & DISPOSITION STANDARD

Break or Cutoff Records





"Cutoff - To cut or break files, terminate a record series on a given date or after a specified event or action. Files should be cut off or broken periodically in order to facilitate disposal actions and reference to current records."

Fiscal Year (FY) records are cutoff on 30 Sep.

Calendar Year (CY) records are cutoff on 31 Dec.

Records Schedules





The Directives and Records Management Division (DRMD) maintains the latest versions of the schedules.

Records Schedule Example



12000-27	GRS 2.2 080 - Supervisor's Personnel Files:	Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files. Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records. Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonableaccommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.		Temporary: Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.	х	DAA-GRS-2017-0007- 0012	
12731.1	SUITABILITY RECORDS	Records Relating To the Suitability of Individual Personnel. Records relating to the character, reputation, and fitness of individuals for government employment of personnel under consideration for positions with DON.		Destroy 4 years after separation or transfer of employee.	7	N1-NU-86-3 / 12731/1	
12990.2a(1)	GENERAL AND MISCELLANEOUS RECORDS	Duplicate Documentation and Personnel Files Maintained Outside Personnel Offices. Supervisor's Personnel Files. Correspondence, memoranda, forms and other records relating to positions, authorizations, and pending action; copies of position descriptions; requests for personnel action; and records on individual employees duplicated in or not appropriate for the OPF. [1] Annual Review.	separation or transfer	Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.	3	GRS 1.18a	
12990.2a(2)	GENERAL AND MISCELLANEOUS RECORDS	2. Duplicate Documentation and Personnel Files Maintained Outside Personnel Offices. a. Supervisor's Personnel Files. Correspondence, memoranda, forms and other records relating to positions, authorizations, and pending action; copies of position descriptions; requests for personnel action; and records on individual employees duplicated in or not appropriate for the OPF. [2] Separation or transfer of employee.	separation or transfer	Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.	3	GRS 1.18a	

Electronic Records Management System (ERMS)



NAVSEA M-5210.1, NAVSEA RM Manual

Electronic Information Systems (EIS) provide access to electronic applications used for automating business processes that can produce electronic format records that are accessed by using the EIS; *They are not by default a record keeping system*

DON RM policy mandates that electronic format records must be maintained in a <u>DON authorized</u> Electronic Records Management System (ERMS)



Records Drives and SharePoint



Per Navy RM policy, Shared Drives, SharePoint, and OneDrive are <u>NOT</u> authorized locations to store records.

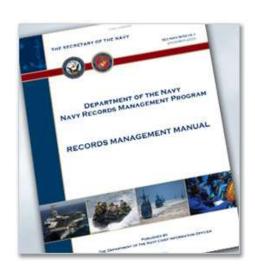
HOWEVER, we may use these locations to prepare records for upload into CDMS, Carderock's authorized electronic record-keeping system.



Identify records / distinguish from non-record materials



Non-record. Materials not usually included within the definition of records. These are accumulated in the process of producing records, but they never acquire a "record" character.'



The primary criteria are:

- require no action on the part of the recipient;
- <u>do not document</u> official business or transactions;
- Non-government publications or journals NOT acquired as part of contract for services, equipment, or materials acquired as part contract for services, equipment or materials

Identify records papers and maintain them separately from Federal records



Personal papers are not Federal records and must not be stored with official records.

Personal papers can be documentary materials of a <u>private or non-public character</u> that do not relate in any way to, or have any effect upon, the conduct of DON business, e.g., personal correspondence or notes, personal journals or diaries. Examples:

SF-50

Birth Certificate

Training Certificate

T. Back Say Ave. Wildel		Street September 19 September 19	C190424
PRIST ACTION		SECOND ACTION	
N. C. Completion (Co.)		PC GMP1 INFAMO	
ECONOCIONO		ST CHILD Juga Romana	
7. PRINT Position Title and Resident		TE TE Feeton Tilk and Norther	
	C on how he till time has	OA best for DOA coulty by DOC by	Specifics (SS) Sales N
To bearing the control of		Of National Control of Diff. Sa.	Specific (III) Take N
DIPLOTE DATA			IR Newsorke's
CONCRETE CATA TOTAL DESCRIPTION OF THE CONCRETE CATA TOTA		If Name and Advanced Property Superiors	ST. November Park
EMPLOYING DATA If submit belong 1 to be a compared to the	1 States State 1 States	If Name and Advanced Property Superiors	





Identify records papers and maintain them separately from Federal records



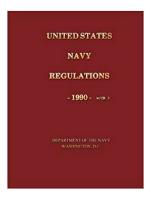
Do Not remove records from government custody or destroy them, except as required or allowed under authorized record schedules.

Under penalty of law, departmental personnel may not remove records from government custody or destroy them, except as required or allowed under authorized disposition instructions and schedules.

Title 18 United States Code § 2071 Concealment, removal, or mutilation



US Navy Regulations, Chapter 3





Inform appropriate officials of any actual, impending, or threatened unlawful removal, alteration, or destruction of Federal records and the sanctions imposed for the unlawful removal or destruction of Federal records.

- > Records Management POCs
- > NSWCCD Records Manager



Do not call NCIS

Litigation & Records Holds



Litigation Hold. Directive by competent authority: Federal Courts, DoD OGC, DON OGC, DON Assistant Secretary of the Navy Financial Management & Comptroller (ASN FM&C), DON Judge Advocate General (JAG) to suspend the destruction of documentary materials (records) that they reasonable expect to be request as part of litigation.

Record (Freeze) Hold. A court issued order that documentary materials (records) subject to ongoing litigation that are eligible for destruction must not be destroyed until the order is lifted. Records designated for permanent retention are too be retained by the originating agency until the order is lifted.

➢ POC: NAVSEA or NSWCCD Legal Counsel / NSWCCD Records Manager

Record Email Management



Email is a record when it meets the definition of a Federal record and <u>must by managed</u> by one, or a combination of, the following methods:

- migrated from the EIS to a DON approved ERMS; or
- printed for retention in a paper filing system

Transitory E-mail. E-mail records with a disposal date equal or *less* than 180 days may be retained in the electronic mail system as long as they are deleted IAW retention standard. The need or action expires in 180 days.

E-mail relating to legal, FOIA, contract or project case files are to be retained and disposed of with case/project file.

Records of Departing Personnel



SECNAVINST 5210.8, DON RM Program

Official records are government property

Program/project personnel do not "acquire" a proprietary interest

Non-records are still government-owned and must be protected. Removal requires approval of command RM/ General Counsel and must meet the following conditions:

- Removal will not diminish official records of agency
- Copy costs not excessive
- Not classified
- Information not subject to Privacy Act
- Disclosure of information not prohibited by law

NAVSEAINST 5210.5C, NEASEA RM Program

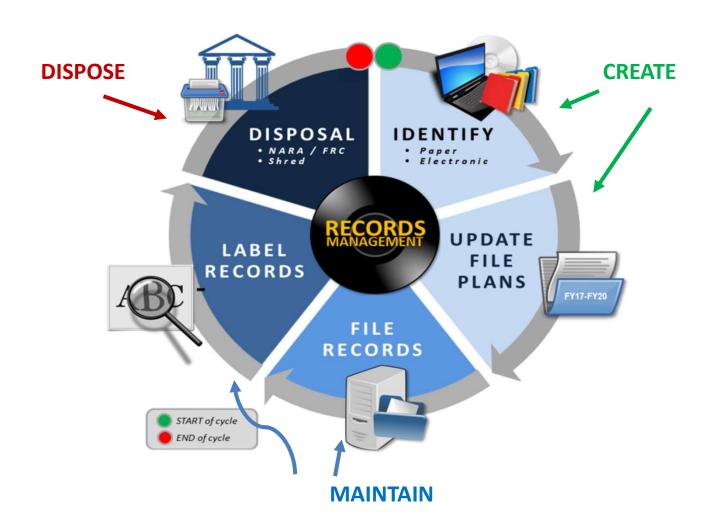


NAVSEA employees (military, civilian and contractors) will:

- (I) Read this instruction and comply with NAVSEA RM policy
- (2) Create records to provide documentation of assigned duties and functions, including contracted services;
- (3) Maintain official records per DON and NAVSEA standards and procedures;
- (4) Keep personal papers, in all media and formats, separate from official documents and records;
- (5) Only destroy official records when authorized by a DON records schedule;
- (6) Not remove official records from NAVSEA offices or facilities without proper authorization;
- (7) Know who their activity office or program RM staff is, and how to contact them;
- (8) Notify their activity RM staff or senior leadership of any unauthorized or accidental destruction, damaging or alteration of NAVSEA records,
- (9) Complete mandatory DON annual RM training.

Summary





RECORDS DISPOSITION



Records disposition does not always mean destroy. Records that have met their retention times may be:

- Destroyed (shredded, burned, etc.) with CRM approval
- Sent to the local Federal Records Center (FRC) for long-term retention
- Sent to the National Archives for permanent retention

Record schedules define how long to keep records and what to do with them when they have been kept for the required amount of time.

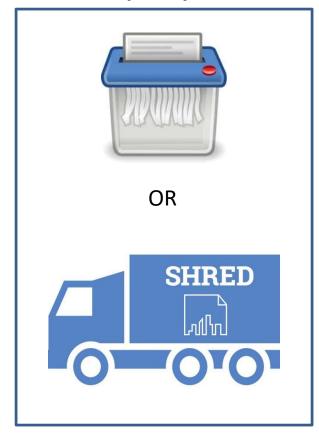
NOTE: If a record still has pending action, it may NOT be disposed of. For instance, if a contract is still awaiting payment, do not dispose of the record until that action has taken place.

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TYPES OF RECORDS DISPOSITION



Temporary



Local Disposal

Temporary/Permanent



Long-term Retention

Permanent

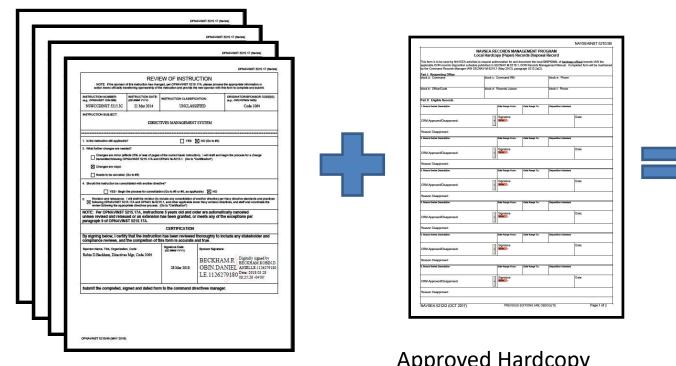


When directed by agency diggosition schedule

AMERICA'S FLEET STARTS HERE

TEMPORARY RECORDS DISPOSITION









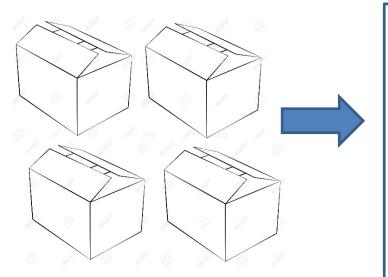
Record(s) have met retention time

Approved Hardcopy
Disposal Form showing
records to destroy

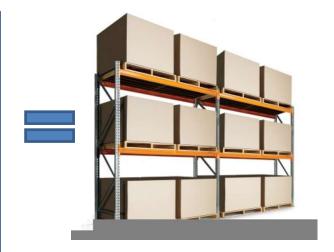
NOTE: Duplicates of records in the same office do not need the Hardcopy Disposal Form.

LONG-TERM TEMPORARY AND PERMANENT RECORDS





Personnel notify the CRM or Backup CRM.
The CRM or Backup CRM will notify the FRC.



Records have not met retention time; these records may need long-term retention

Records retained at Federal Records Center until the retention time is met

NOTE: The Dept of the Navy will contact NSWCCD CRM disposal concurrence.

PERMANENT RECORDS









With agency approval, the Federal Records Center sends permanent records to National Archives

NOTE: If you scan permanent records, do <u>NOT</u> dispose of the original record. The Archives needs the original.

RECORD MANAGEMENT POCS



CRM – Robin D. Beckham, <u>robin.d.beckham.civ@us.navy.mil</u>, 301-227-7594

WC HQ RM – Lauren Legault, <u>lauren.e.legault.civ@us.navy.mil</u>, 401-832-1965

Code 00 – Beth Flannery, bethann.flannery.civ@us.navy.mil, 307-227-1221

Code 00L - Chris Howk, christopher.howk.civ@us.navy.mil, 301-227-3566

Code 01 – Arline Grabner, arline.l.grabner.civ@us.navy.mil, 301-227-1084

Code 02 – Denise Troller, denise.troller.civ@us.navy.mil, 301-227-5327

Code 101 – Darrell Sample, <u>darrell.sample.civ@us.navy.mil</u>, 301-227-4713

Code 102 – Janice Ladson, janice.ladson.civ@us.navy.mil, 301-227-1145

Code 103 – June Catterton, june.catterton.civ@us.navy.mil, 301-227-1667

Code 104 - Erin Bistany, erin.bistany.civ@us.navy.mil, 301-227-0511

Code 105 – June Catterton (acting), june.catterton.civ@us.navy.mil, 301-227-1667

Code 107 – Jason Neeley, jason.neeley.civ@us.navy.mil, 301-227-2560

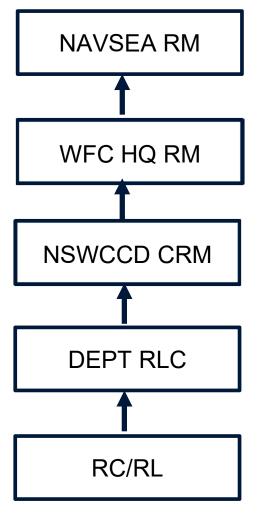
Code 60 – Shannon Burke, shannon.burke.civ@us.navy.mil, 301-227-1750

Code 70 – Jemima Pierre, jemima.pierre.civ@us.navy.mil, 301-227-1305

Code 80 – Donna Intolubbe, donna.intolubbe.civ@us.navy.mil, 301-227-1566

Who Are You Gonna Call?





This is the order for contacting RM personnel. Start at the bottom and work up the chain. The NAVSEA RM will contact higher authorities if needed.

LEGEND (from the bottom to the top)
RC – (Branch) Records Custodian
RL – (Division) Records Liaison
RLC – (Dept) Records Liaison Custodian
CRM – Command Records Manager
RM – Records Manager

Contact your Department Records Management POC for RM questions.

Who Are You NOT Gonna Call?



National Archives NAVSEA

Navy Yard

Pentagon

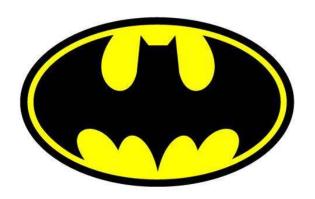
Secretary of the Navy / Defense











NSWCCD and WFC HQ Records Management Office



NSWCCD Command Records Manager

Robin D. Beckham

robin.d.beckham.civ@us.navy.mil

(301) 227-7594

Warfare Center (WFC)

Headquarters (HQ)

Records Manager

Lauren E. Legault

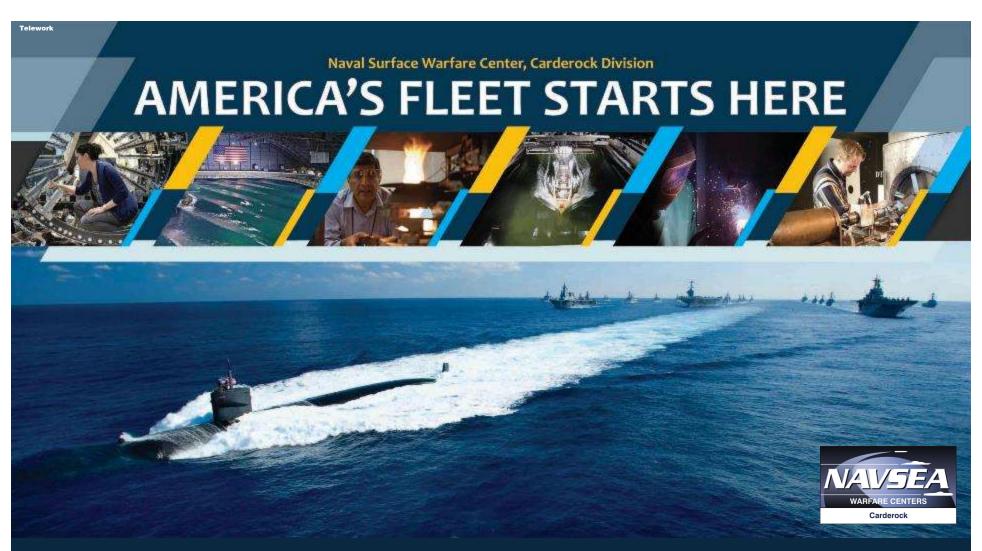
lauren.e.legault.civ@us.navy.mil

(401) 832-1965

RM Brief - Questions



Questions



Other Useful Information DONCEAP - Childcare

CAPT Todd E. Hutchison

Commanding Officer, NSWCCD

Code 1013

Lawrence Tarasek

Technical Director, NSWCCD

NMCI: Navy Marine Corp Intranet



- •Provides the Department of the Navy (DoN) with a full range of network-based information services on a single, enterprise wide intranet.
- How Do You Contact NMCI? https://homeport.navy.mil/home or (866)-843-6624
- •In order to access the NMCI network, users must obtain a common access card (CAC).

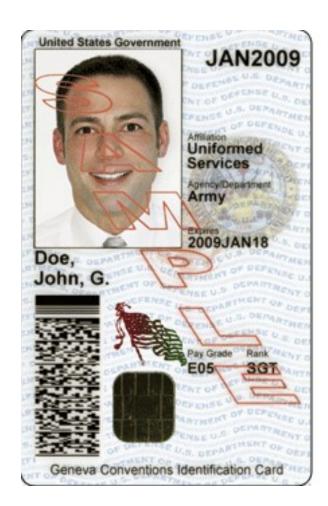
DoD Common Access Card (CAC



What is it?

The CAC is used to access buildings and our computers.

Each CAC contains a computer chip and a bar code which both hold important personal information.



DoD Common Access Card (CAC)



How do I obtain my CAC?

Step 1: Your Administrative Officer (AO) will retrieve your SF-50 (Notice of Personnel Action) from Total Workforce Management System (TWMS). Once your information is populated in DEERS, an email will be created for you

Step 2: When directed by your AO, visit the Carderock CAC Office. Visitor's Center, BLDG. 20. Be sure to take 2 forms of identification.

Step 3: If directed to by the CAC Office, Activate your CAC by calling NMCI at 1(866)-843-6624

List of CAC offices Near NSWC Carderock Division



Attention:

Please visit the below link for up to date information regarding respective CAC office hours of operations and other special requirements.

The link below can also be used to make an appointment in advance for a CAC as well.

We recommend calling in advance before heading there to assess the wait time and to understand base or facility entrance requirements.



https://idco.dmdc.osd.mil/idco/#/

Office of Personnel Management (OPM)



Use OPM.gov to: http://www.opm.gov/

- Learn Federal Holidays
- Compare Health Insurances
- Review Dismissal and Closure procedures

For Dismissal and Closure Status in Washington, DC:

https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/

OR

Or the app for current operating status of Federal offices in the Washington, DC area:

https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/mobile-app/

Telephone



When using a telephone on base:

Internally Dialed (On Base):227-XXXX

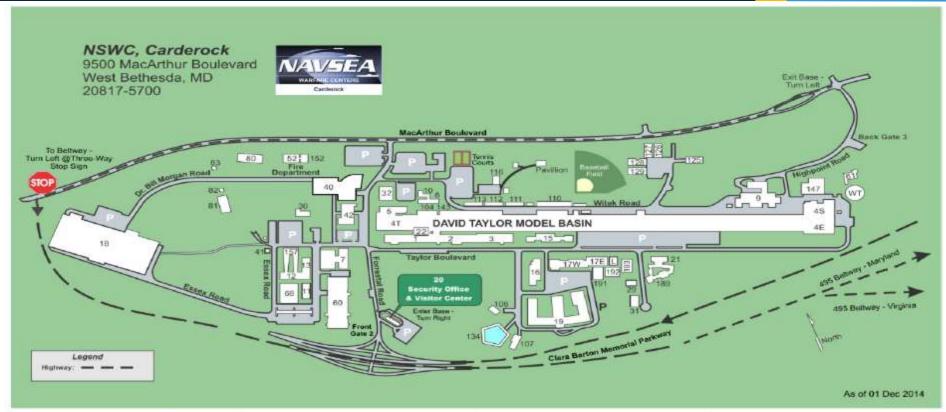
Externally Dialed (Off Base) / Local Calls: 991+XXX-XXXX

DSN: 287-XXXX

EMERGENCY: 99-1-202-433-3333 DO NOT DIAL 911

Map of NSWC Carderock





■ Please note the **mailing** address is 9500 MacArthur Blvd, West Bethesda, MD 20817-5700 and there isn't an exact address you can plug into your GPS that will take you to the Visitor Center.

If you plug the mailing address into your GPS, it will take you to the back gate which is closed to guests. Therefore, please follow the directions to the right as it pertains to you.

Directions from Reagan National Airport:

■ Take George Washington Parkway (North) from the airport. Exit onto I-495N (Beltway) which is approximately 12 miles from the airport. Stay in the right lane after getting onto I-495. After crossing the American Legion Bridge, take the first exit (EXIT 41) off the Beltway onto the Clara Barton Parkway. Stay to the left at the Y. Proceed approximately ½ mi. to the off-ramp leading to the main entrance of Carderock Division.

From Baltimore-Washingon International Airport:

■ Take I-195 West to I-95 South. Exit onto I-495, take EXIT 41, Clara Barton Parkway. Proceed approximately ½ mil. to the off ramp leading to the main entrance of Carderock Division.

From Dulles Airport:

■ Take the Dulles Access Road to the I-495N exit toward Maryland (approximately 12 mi. from the airport). Crossing the American Legion Bridge, take the first exit (EXIT 41) onto Clara Barton Parkway. Stay to the left at the Y. Proceed approximately ½ mil. to the off ramp leading to the main entrance of Carderock Division.



Map of Washington Navy Yard





Washington Navy Yard



Carderock Division Shuttle Bus Schedule



West Pothoeda Shuttle Rue Schodule

West Bethesda Shuttle Bus Schedule Service Suspended Until Further Notice					
Carderock Division Headquarters		Washington Navy Yard		Union Station *	
Arrive	Depart	Arrive	Depart	Arrive	Depart
0700	0715	0800	0805	0825	0830
0905	0910	0955	1000	1020	1025
1100	1105	1140	1145	1230	1245
1305	1310	1340	1345	1400	1405
1440	1445	1530	1535	1555	1600
1645					
Carderock Division Headquarters		Washington Navy Yard		Union Station *	
Starting Destination - Temporary Location Change The drop-off/pick-up location for the Carderock Shuttle to the Washington Navy Yard is being temporarily moved due to construction in front of Buildings 1, 2 and 3. The new location is the northeast corner of Taylor Boulevard and Forrestal Road.		First Stop The pick up and drop off location at the Washington Navy Yard is at the main gate at Isaac Hull Ave and "M" street.		Second Stop The pick up and drop off location at Union Station is on the front (Massachusetts Ave) side of the station, Lane B, toward the 1st Street, NE (National Postal Museum) side. * Union Station is an on-demand stop. The purpose is to pick-	

Please see attached map, DARK BLUE spot for new drop-off/pick-up location.

Driver: Dennis Stewart - 240-204-4491

up and drop-off Navy employees arriving from and returning to the NSWCCD Philadelphia site and shall be an on-demand stop only.

A dedicated telephone line is established (301) 227-0735 where by travelers can give prior notice (preferably 24 hour but in emergency as short as 1 hour) of scheduled arrival time at Union Station to arrange for pick-up by the shuttle bus. The shuttle bus telephone line will be monitored during normal business hours and the shuttle bus service will be alerted to make pick-up during the appropriate shuttle run. Passengers desiring transportation to Union Station from West Bethesda will simply inform the shuttle bus operator of their desired destination upon boarding.

DONCEAP Information



DEPARTMENT OF THE NAVY CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (DONCEAP)

DONCEAP: A DEFINITION



A comprehensive employee assistance and work/life resource that includes:

- Worksite-based confidential assessment, referral, and short-term consultation for any personal concern
- Telephone and web-based services to help employees and their families manage day-to-day responsibilities and life events

Don Civilian Employee Assistance Program (DONCEAP)



(DONCEAP) is a no-cost resource to help resolve life's challenges no matter how big or small:

- •24/7 phone support for DONCEAP call 1-844-366-2327 or 1-800-262-7848 (TTY) or through the web at http://donceap.foh.hhs.gov
- Licensed professional.
- •Some topic areas: crisis management, addictions, relationship issues, financial issues, legal concerns, suicide, stress management, or any other issue
- •Appointments can be arranged to meet with a counselor in-person by your home or work

Work-Life For You Program is designed to provide resources to help you better manage daily responsibilities and life events including:

- Childcare (daycare, preschools, etc.)
- •Eldercare (assisted living, in-home care, etc.)
- Daily Life (Relocation, event planning, etc.)
- Family (adoption, prenatal, etc.)
- •Legal and financial (credit and debt, tax tips, identity theft issues, etc.)
- Professional Development (Webinars available)

TRUE OR FALSE



- Everyone has personal concerns
- Personal concerns never interfere with workplace duties
- Problems must be complicated before asking for help
- Accessing support can improve work focus and productivity
- Help is confidential

WE CARE, JUST CALL



Confidential assistance 24 hours a day, 7 days a week

By phone (no voicemail or call menu, you will always be directly connected to a person):

- (844)-DONCEAP (844) 366-2327 | Domestic
- (888) 262-7848 | TTY
- (866) 829-0270 | International

Via the web

http://DONCEAP.foh.hhs.gov





Childcare Aware of America Military/DoD Families



Child Care Aware of America (CCAoA) works with a national network of more than 400 child care resources and referral agencies to ensure that all families have access to quality, affordable child care.

CCAoA provides fee assistance military and DoD families for quality childcare.





Child Care Career Center

Help for Military/DoD Families







Contact Information

1515 N. Courthouse Road, 3rd Floor, Arlington, VA 22201

Phone: (703) 341-4100 / Fax: (703) 341-4101

Hours of Operation

Mon 8:30 am to 5:30 pm Tue 8:30 am to 5:30 pm Wed 8:30 am to 5:30 pm Thur 8:30 am to 5:30 pm Fri 8:30 am to 5:30 pm Sat Closed Sun Closed

Note: These hours of operation apply to Eastern Standard times

www.childcareaware.org

Onboarding Team Contact Information



Angela Hooker
Onboarding Program Assistant
Phone: (301) 219-3506

Email: angela.hooker@navy.mil

Flank Speed Email: angela.s.hooker.civ@us.navy.mil

Shelley Saville
Onboarding Program Specialist
Phone: (301) 204-4093

Email: shelley.saville@navy.mil

Flank Speed Email: shelley.a.saville.civ@us.navy.mil

Daronda Rochelle Onboarding Program Manager Phone: (301) 272-0184

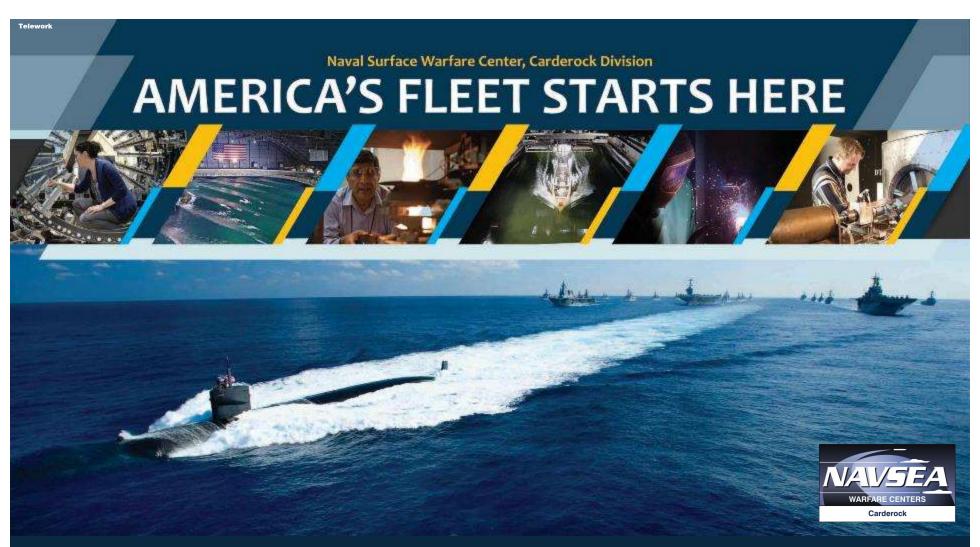
Email: daronda.rochelle1@navy.mil

Flank Speed Email: daronda.s.rochelle.civ@us.navy.mil

Lisa Harden
Staffing and Classification Branch Head
Phone: (301) 335-0670

Email: <u>lisa.a.harden1@navy.mil</u>

Flank Speed Email: <u>lisa.a.harden4.civ@us.nav.mil</u>



New Hire Cybersecurity Information Assurance Brief

CAPT Todd E. Hutchison

Commanding Officer, NSWCCD

ISSM TEAM, Code:1043

Lawrence Tarasek

Technical Director, NSWCCD

Department of the Navy (DON) IT Usage



NOTICE: Communications performed on government IT systems' are routinely intercepted and monitored thus <u>there is no expectation of personal privacy</u>

- Use the System Authorization Access Request (SAAR-N) form and process to access systems; use the Privileged Access Request form and process if administrative rights are needed for a system
- Protect authenticators, i.e. password and personal identification numbers (PIN),
 Common Access Card (CAC), Alternate Logon Token (ALT) at all times
- CAC, ALT, or other Authentication tokens shall not be left unattended at any time unless properly secured
- Do not bypass security settings
- Do not plug in unauthorized devices into systems (hard drives, phones, etc.)
- Unsure about something? Ask your Departmental Information Officer (DIO) beforehand

DON IT "Do nots..."



- <u>Do not</u> introduce or use unauthorized software, firmware, or public domain software without written authorization from the Local IA Authority. Refer to your Cybersecurity Chain of Command (CSWF/ISSO/DIO/ISSM) on guidance
- <u>Do not bring in or use any personally owned hardware or software</u>
- <u>Do not</u> bring in or use any previously owned hardware, software from another DoD or government Department/Agency. What may have been approved at the other Department/Agency may not be approved here.
- <u>Do NOT</u> relocate, and/or change the network connectivity of IT equipment without authorization from the Local IA Authority or delegate.
 Coordinate your move with your Cybersecurity members, NMCI support team and the RDT&E help desk where applicable.
- <u>DO NOT</u> plug your device into any data port without being sure that you are connecting to the correct network (NMCI/RDT&E/NNPI). Coordinate with your Cybersecurity members, NMCI support team, and the RDT&E help desk, where applicable.

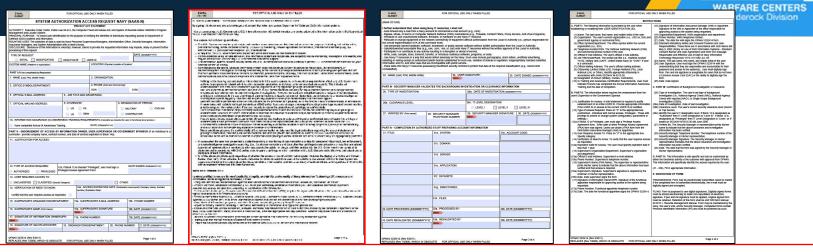
DON IT "Do nots..."

NAVSEA
WARFARE CENTERS
Carderock Division

(continued)

- <u>Do not</u> use Navy IT resources in a way that would reflect adversely on the Navy. Such uses include pornography, chain letters, unofficial advertising, soliciting or selling except on authorized bulletin boards established for such use, inappropriately handled classified information, violations of statute or regulation, Personally Identifiable Information (PII), and other uses that are incompatible with public service.
- <u>Do not place</u> data onto Navy IT resources possessing insufficient security controls to protect that data at the required classification (e.g., Secret onto Unclassified). Examples of such would be Electronic Spillages and Network Shares.

System Authorization Access Request-Nav



User Responsibilities:

- Virus-check all information, programs, and other files prior to uploading onto any Navy IT resource.
- Access only that data, control information, software, hardware, and firmware for which I am authorized access

by the cognizant Department of the Navy (DON) Commanding Officer, and have a need-to-know, have the appropriate security clearance. Assume only those roles and privileges for which I am authorized.

- Observe all policies and procedures governing the secure operation and authorized use of a Navy information

system.

- Bypass, stress, or test IA or Computer Network Defense (CND) mechanisms (e.g., Firewalls, Content Filters, Proxy Servers, Anti-Virus Programs).
- -Introduce or use unauthorized software, firmware, or hardware on any Navy IT resource.
- Use personally owned hardware, software, shareware, or public domain software without written authorization

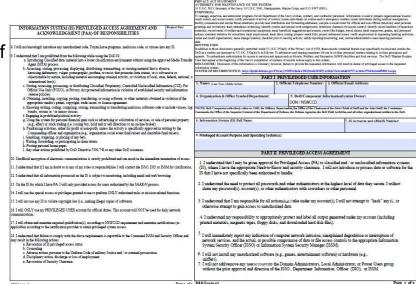
-Write, code, compile, store, transmit, transfer, or Introduce malicious software, programs, or code.

AMERICA'S FLEET STARTS HERE

Privileged Access Account Agreement Responsibilities



- 1. I will not introduce or process data or software for the IS that I have not been specifically authorized to handle.
- 4. I understand my responsibility to appropriately protect and label all output generated under my account (including printed materials, magnetic tapes, floppy disks, and downloaded hard disk files).
- 6. I will not install any unauthorized software (e.g., games, entertainment software) or hardware (e.g., sniffers).
- 9. a. Introducing Classified data/material into a lower classification environment without using the approved Media Transfer Agent (MTA) process.
- d. Obtaining, installing, copying, pasting, transferring, or using software, or other materials obtained in violation of the appropriate vendor's patent, copyright, trade secret, or license agreement.
- 17.I will obtain and maintain required qualification(s), according to NSWCCD requirements and maintain certification(s) (as applicable) according to the certification provider to retain privileged system access.
- 18.I understand that failure to comply with the above requirements is reportable to the Command ISSM and Security Officer and may result in the following actions:
 - a. Revocation of IS privileged access
 - b. Counseling
 - c. Adverse actions pursuant to the Uniform Code of
 - d. Disciplinary action, discharge or loss of employment
 - a. Revocation of Security Clearance



IT and Removable Media



Labeling

- •Ensure all applicable pieces of IT equipment are properly labeled with a classification sticker and a Carderock/detachment asset tag
 - These two identifiers allow you to know it is government equipment
 - Removable media, i.e. hard drives, CDs/DVD disks, etc., must be labeled appropriately

Reminder

•Personally Identifiable Information (PII), Controlled Unclassified Information (CUI), and other classified material must be marked and protected as such

Remote / Teleworking Precautions



Property Passes

- Required before taking government issued IT equipment home
- Must stay with the IT equipment at all times; recommend it is taped to the outside cover of the laptop
- Authorized for no more than 365 concurrent days (one year)

NSWCCD has two networks: NMCI and RDTE

- NMCI laptop can connect to home network (Ethernet, Wi-Fi)
- RDTE equipment must be authorized to take home. RDTE equipment should only be used in a "standalone" fashion unless approved/authorized for RDTE VPN / Remote Access.
- If provided RDTE VPN / Remote Access, connect to the RDTE VPN solution within 15 minutes of being on a non RDTE Carderock network.

Protect assets at home the same way you would at work. Same policies and processes apply at home.

Use of Email



- Do not click on suspicious email links or attachments
- Report SPAM/Phishing emails to local ISSM & NMCI

https://www.homeport.navy.mil/support/articles/report-spam-phishing-2010/ "NMCI_SPAM"

 Do not forward or move government info/data onto non-government computers, i.e. forward emails to personal accounts, take work home to be executed on home computers (or vice versa)

 All email containing CUI and/or PII shall be digitally signed and encrypted in accordance with current policies



Portable Electronic Devices (PEDs)



NAVSEA INSTRUCTION 2200.1, NAVAL SEA SYSTEMS COMMAND PHOTOGRAPHIC, AUDIBLE RECORDING AND PORTABLE ELECTRONIC DEVICES POLICY Dated May 19, 2016

•Highlights:

- All cameras (digital or film, still or video) and all sound recorders (analog and/or digital) MUST be approved through the security office (105) by filling out and submitting CARDEROCKDIV 5512/19 Audio/Visual Permit Request.
- No pictures/audio/video capabilities are to be used/utilized on base/property without CSM/ISSM approval
- Hot spots & Wi-Fi not allowed
- Contractor PEDs and air-cards need approval
 - No Wi-Fi allowed nor can they connect to our networks
- Tablets need to be scrutinized
- No PEDs were Controlled Unclassified Information (CUI) is exposed or discussed (can be switchable space)
- Personal Wearable Fitness Devices (PWFDs) need to be scrutinized.
- No Smart Watches or contractor equipment allowed in classified spaces

Media Transfer Authority (MTA)



- ONLY authorized/approved way to transfer media from a classified computer
- If you are unsure, contact your supervisor or Departmental Information Officer (DIO) <u>BEFORE</u> transferring any information



Acceptable Use (non-compliance)



Failure to comply with acceptable use policies may result in:

- Investigations
- Security & NCIS notification
- JPAS entries for some violations
- Possible HR & Legal ramifications

Cybersecurity Violations Response Process:

- Employee's supervisor will be notified in writing by the IAM/ISSM office
- Carderock employees causing cybersecurity violations will be verbally counseled by one of the IAMs/ISSMs.
- Employees counseled by one of the IAMs/ISSMs for cybersecurity violations will be mandated to re-take the "Cyber Security Awareness Challenge training" within 24 hours of being counseled.
- Failure to comply with the mandated training will result in the employees account being disabled until certificate of completed is received by one of the ISSMs.

Division Cybersecurity Roles



Local Cyber Authority is the Division Commander

• Carderock Division Commander: Captain Todd E. Hutchison

Activity Chief Information Officer (ACIO)

Michael Kirby <u>michael.h.kirby@navy.mil</u> – 301-227-1067

Deputy Chief Information Officer (DCIO)

Katrina Moore, <u>katrina.m.moore@navy.mil</u> – 301-227-2236

Command Information System Security Manager (ISSM)

Tad Cowell, tad.cowell@navy.mil – 301-227-0167

Alternate-Information System Security Manager(s) (A-ISSM)

- Dalton Harvey, dalton.harvey@navy.mil 301-227-5049
- Aaron Jeter, <u>aaron.e.jeter2@navy.mil</u> 301-227-1926
- Gary Steele, gary.steele@navy.mil 301-227-1955
- Travis Scott, travis.l.scott1@navy.mil 301-227-4637

Department Information Officers (DIO)

- Gerson Caballero, Code 02, <u>gerson.caballero1@navy.mil</u> 301-227-5994
- Milton Cuevas, Code 10, milton.cuevas1@navy.mil 301-227-2244
- Carole Overman, Code 60, <u>carole.overman@navy.mil</u> 301-227-8501
- Don Kim, Code 70, don.kim@navy.mil 301-227-5974
- Monica Walker, Code 80, monica.walker@navy.mil 301-227-2540
- Orden Knorr, Code 10/80, orden.knorr@navy.mil 301-227-8834

If needed, contact your DIO to reach your departments:

- Information System Security Officers (ISSO)
- Cyber Security Workforce (CSWF) Members

IA - Questions

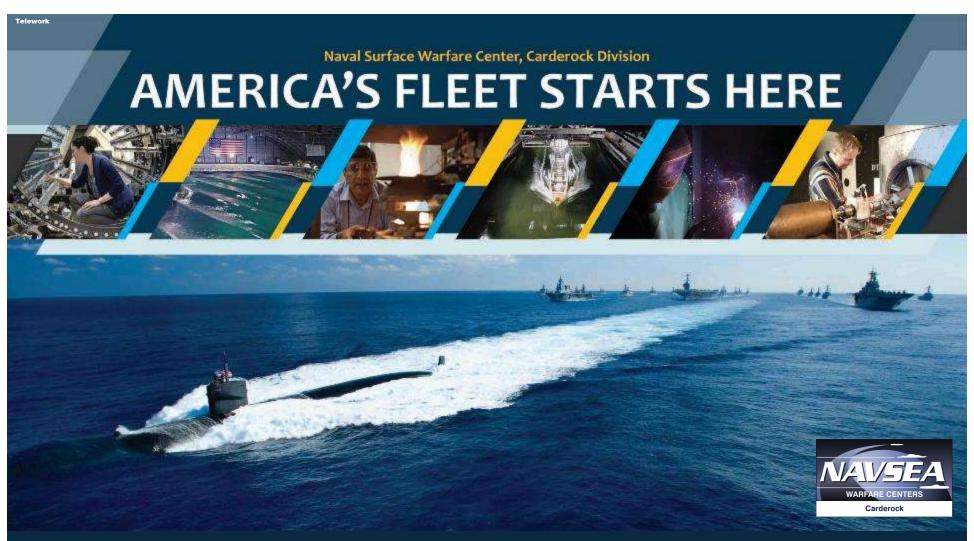


Questions

Break – 1



BREAK 1



Department of the Navy Civilian Benefits Center

Federal Benefits Overview

CAPT Todd E. Hutchison

Commanding Officer, NSWCCD

LER, Code 1014

Larry Tarasek

Technical Director (Acting), NSWCCD

Civilian Benefits



As a new employee you will have to make elections within prescribed timeframes:

Enrollment Period Benefit 60 days Health Insurance **Dental Insurance** 60 days Vision Insurance 60 days Flexible Spending Account 60 days Thrift Savings Plan **Anytime** Long-Term Care 60 days Insurance Life Insurance 60 days

How to Enroll

For Detailed Benefits Information Review the Onboarding Handbook or CBC Benefits Info. Sheets

Online Using the Government Retirement and Benefit (GRB) Platform: https://www.civilianbenefits.hroc.navy.mil/ (CAC Required - Select your email cert)

Note: The GRB Platform is a CAC enabled system that allows users to manage their benefits. Not only does site require a CAC, but employees must also use a government computer and have a .mil, .edu, or a .gov email address.

-OR-

Call The Navy Benefits Line and speak with a Customer Service Representative (CSR): **(888) 320-2917** Monday through Friday 7:30 a.m. to 7:30 p.m. EST *Except Federal Holidays*

Research Tool

^{*}Office of Personnel Management: www.opm.gov

^{*}Department of the Navy Civilian Benefits Center Website: http://www.secnav.navy.mil/donhr/Benefits/pages/Default.a

Agenda



- > The Benefits Line
- > The DON CBC Benefits Portal
- ➤ The Government Retirement and Benefits (GRB) Platform (formerly EBIS)
- > Your Federal Benefits
- > Retirement Eligibility
- ➤ Military Deposits and Civilian Deposits/Redeposits
- > Designation of Beneficiaries





The Benefits Line 1-888-

320-2917

email:

navybenefits@us.navy.mil

- ➤ Hours of Operation: 7:30 am 7:30 pm ET Monday Friday, except on federal holidays. Extended hours during annual open season.
- > Assist with accessing GRB Platform.
- >Answer questions about your benefits.
- ➤ If requested, a retirement counselor will contact you within ten business days if requested. (Most calls are returned sooner, based on volume of work)





Department of the Navy Civilian

Benefits Center Portal Page

https://portal.secnav.navy.mil/orgs/

MRA/DON

HR/Benefits/Pages/default.aspx



Department of the Navy OCHR Portal Registration

You must register the first time you access the OCHR Portal

Go to:

https://portal.secnav.navy.mil/orgs/mra/donhr/be

nefits/pages/default.aspx

Enter the following information:

- First Name
- Middle Name (optional)
- Last Name
- Rank (CIV or CTR)
- Department (NAVY)
- Organization (ASN (M&RA))
- Phone Number (Work)
- Email (will already be entered into the email field): Ensure it is correct.



DON OCHR Portal Registration

- ➤ Click "Register": A confirmation message should appear.
- Click "Continue to portal": You will be directed to the Secretary of the Navy homepage.
- Click "Accept" and confirm that you see your name in the upper right hand corner of the browser window. You have been given access to the Secretariat's Private Portal by DON/AA.
- ➤ Select "ASN M&RA" on the left navigation bar.
- ➤ Select "DONHR Private Portal" on the left navigation bar.
- Select "Benefits" on the left navigation bar or from the Popular Links in the middle of the page.



Retirement & Benefits Page

- You can access up-to-date information regarding:
 - New Employee Benefits
 - GRB Platform
 - Insurance Programs
 - Thrift Savings Plan (TSP)
 - Retirement Programs
 - Designation of Beneficiary
 - Hot Topics
 - Upcoming Events



GRB Platform

- **➤ Web-based application from which you can:**
 - View/change your benefits (health, life, TSP)
- View your Total Compensation Statement and various benefits calculators
- Access benefits-related videos, documents, and forms located in the Resource Library
 - >Accessible from the Retirement & Benefits

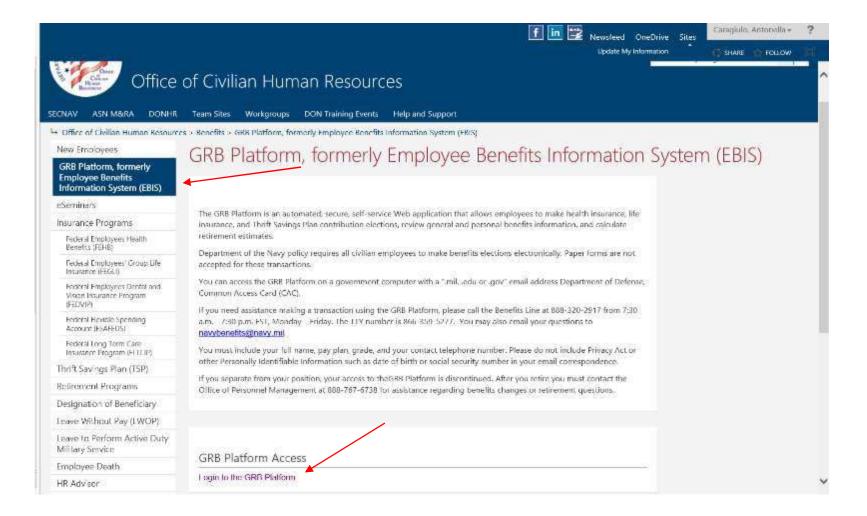




Accessing GRB Platform

- ➤ Go to https://portal.secnav.navy.mil/orgs/mra/donhr/benefits/p
- Access GRB Platform on a computer with a .mil, .edu or .gov environment.
- ➤ You must use a Department of Defense (DoD) Common Access Card (CAC).







Accessing GRB Platform



- If prompted, choose your email certificate.
- You will see the Launch Screen.
- Click "Launch" located at the bottom of the screen.

Platform You have successfully signed into the GRB Platform. Site best viewed with Internet Explorer 11, Edge, or Chrome Your current browser, internet Explorer 11. Security Nation You are accessing a U.S. Government (U.S.S) brommation System (ES) that is provided for U.S.G-authorized use only By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this 15 for curposes including, but not limited to penetration seefing. COMSEC norhoding, retwork occurrions and defense, personnel misconduct (PM), law enforcement (LE) and counterinteligence (Chi avestigations At any time, the USG may impect and selon data stored on this. S. Communications using iter data stored on, this is are not private, are subject to routine monitoring interception, and search and may be disclosed. course for any USF authorized purpose. This to includes security measures (e.g., authentication and access controls) to protect USU interests—not for your designal benefit or privaty. NOTICE There is the potential that information presented and apported from the CRB Platform contains HOUG or Controlled Unclassified. information (CLI), it is the improved ity of all users to ensure information extracted from the GRB Faltorn is appropriately marked and properly talleguarded. If you are not sure of the safeguards necessary for the information contact your functional lead or information Security Officer. Notwithstanding the above using this Siddes not constitute consent to PM LE or Clinical liquidy searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by actomays, psychotherapiets, or clergy, and their articlarity Such communications and work product are pricate and confidence. See that Agreement for details, Ry pressing illeanch, the growledge that these response accept the above To start using the GRB Platform dick the "Launch" button.

Once the GRB Platform is open in a new browser you may dose this window

New User Video



- The Platform Launch Screen will start a New User Video, which describes the features and the capabilities of the system.
- The New User Video will launch each time you log in. However, you can disable that feature by checking the box in the lower left hand corner.
- If you later want to view the New User Video again but disabled it, you can access it from the Global Menu Screen.



Global Menu Screen



- D X

From the Global Menu screen, you can access:

The Total Compensation Statement (TCS), located in the

upper right- hand corner of the screen Platform

• The TCS is a comprehensive retirement and benefits reposition to the individual employee and reflects personal information (e.g., retirement eligibility, current parallel health and/or life insurance, and TSP contribution rate).

You can access the TCS from any benefit tile.



Global Menu Screen



- Account: View your personal account information.
- Resource Library: Browse the Resource Library to find all videos, documents, and links to external resources related to health insurance, life insurance, TSP, and retirement.
- Notifications: Agency news will be available upon logon on the "Notifications" page, which you may choose not to see each time you log in. However, if new benefits information is added or information is removed, a notification will be displayed so you can view the updated information.
- New User video tutorial: Once you reviewed the video, you can select not to show this each time you log in by checking the box in the lower left hand corner. The New User Video will still be available from the Global Menu Screen.
- To Exit the Global Menu Screen and return to the Main Benefits page: Click the Menu button at top of the page.

Note: The "Requests" and "Documents" functions will not be available until a later date.

Resource Library



Helpful Icons in the Resource Library:

Resource Library	Description
Documents	Documents are posted in Resource Library as a read only guide. This will give you a brief explanation of Type of Plans, Types of Enrollments, Premium Costs, Premium Conversion, Health Savings Account, Open Season, Change in Family Status and many more subjects pertaining to that specific benefit.
Forms	Forms are fillable and can range in subject information. Some forms that may be useful are SF2823 Designation of Beneficiary forms, Retirement applications. Click on forms and scroll down to the designated form you need.
Video	Videos provide a short brief on specific benefit. Videos are based on the Benefit you selected and will play until you close out Video. You can watch video many times
Links	Links will bring you to a website not managed by GRB Platform such as FEDVIP, OPM and Medicare.

GRB Platform Main Screen





- From the main screen, you can access individual benefit tiles to:
 - View your current enrollment (FEHB, FEGLI, and TSP/TSP Catch-Up)
 - Make transactions
 - Access calculators
 - Complete forms
- To exit the GRB Platform application, click "Logout" at the bottom right-hand

AMERICA'S FLEET STARTS HERE

Submitting a Transaction



To make a benefit (FEHB, FEGLI, or TSP) transaction:

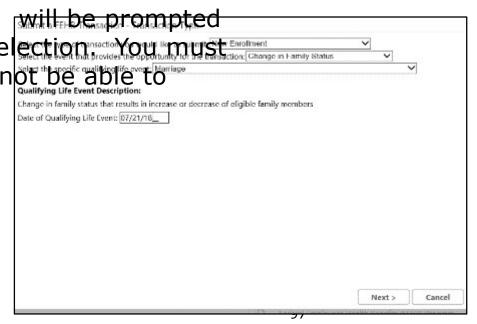
- From the main screen, click the specific benefit tile for which you want to submit a transaction.
- Click "Submit a Transaction" located on the lower left side of the screen.



The changing FEHB or FEGLI, you will be approximated to answer questions about that elective that provides the opportunity for the burns action. Change answer all questions or you will not be able to qualifying Life Event Description:

Submit the transaction.

Change in family status that results in increase or decrease of eligible far



Submitting a Transaction



- Once all prompts are answered, review and submit your transaction
- You will receive a transaction number for all pending transactions
- To print your election, click the "Print Transaction Form" icon



FEHB Transaction	
Transaction Summary	
Initiated By: Employee Type of Transaction: New Enrollment Effective Date: 08/19/2018 Plan Name: Blue Cross and Blue Shield Service Benefit Plan Plan Option: Standard Self Plan Type: FFS Enrollment Code: 104 Premium Per Pay Period: \$113.16	
Your transaction has been submitted and is currently pending Transaction ID: T1000301 Date/Time Submitted: 08/10/2018 10:37 AM Submitted by: Employee	
Print Transaction Form:	
You may void this transaction at any time before the effective date listed above.	
A copy of this transaction will also be available in your transaction history.	
	Done
75 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	THE R. P. LEWIS CO., LANSING, MICH.



Benefits Available to Federal Employees

- **➤ Life Insurance (FEGLI)**
- ➤ Health Insurance (FEHB) includes Premium Conversion (PC)
- ➤ Thrift Savings Plan (TSP)
- **➤ Long Term Care Insurance (FLTCIP)**
- ➤ Federal Employees Dental and Vision Program (FEDVIP)
- > Flexible Spending Accounts (FSA)



Federal Employees' Group Life Insurance (FEGLI)

- ➤ New employees are automatically enrolled in Basic life insurance.
- **➢Optional insurance coverage is** *not* automatic.
- ➤ Must have Basic coverage to be eligible for Optional insurance.
- **▶**60 days to sign up as a new employee for any Optional life insurance and is effective the date you submit the election.
- Failure to elect during the 60 days is the same as having waived optional insurance.
- ➤ May be eligible to carry into retirement.



Basic Life Insurance

➤ Annual basic pay, rounded to the next higher

\$1,000, plus \$2,000 (Ex:

34,500 ABP: 35,000 + 2,000 = 37,000

➤ Extra Benefit to employees under age 45, at no additional cost

- Doubles the amount of Basic insurance payable if you die when you are age
 35 or younger
- Decreases 10% each year until there is no Extra Benefit if you die at age 45 or older
 - **>** Government pays 1/3 of premium, employee pays 2/3
 - **Cost determined by amount of insurance @ 0.15**

per \$1,000 (Ex: .15 x 37 = \$5.55 per pay period)



Optional Life Insurance

- ➤ Option A (Standard): Provides \$10,000 in coverage
- ➤ Option B (Additional): Choose multiples from one to five times your annual basic pay, after rounding up to the next \$1,000.

(Ex: \$34,500 ABP rounds up to \$35,000)

- ➤ Option C (Family): Coverage for your spouse and eligible dependent children in multiples from one to five times (\$5,000 for your spouse, \$2,500 for children).
- For FEGLI Family coverage, the child must be unmarried and under age 22 or any age who is incapable of self-support (disability existed before age 22).
- ➤ No government contributions to premiums.
- **➤** Cost determined by employee's age.



Opportunities to Make FEGLI Changes

- ➤ You may waive (cancel) life insurance coverage at any time.
- ➤ After one full year from the date of waiver, you can apply to re-enroll (requires a physical at your own expense).
- ➤ Various life events allow changes to FEGLI within 60 days of the event (marriage, divorce, birth of a child, etc.).
- ➤ Open Season For Life Insurance OPM infrequently announces an open season.



Federal Employees Health Benefits (FEHB)

- ➤ You must make an election to be covered 60 days to make election.
- ➤ Government pays approximately 72% 75% of total premium amount.
- ➤ May be eligible to carry into retirement.



Types of FEHB Plans

- ➤ Nationwide Fee-for-Service (FFS): Traditional plan, coverage nationwide
- ➤ Health Maintenance Organizations (HMO): Particular geographic areas
- ➤ Consumer Driven Health Plans (CDHP): Blends traditional coverage with funds to help pay for covered expenses
- ➤ High Deductible Health Plans (HDHP): Higher annual deductibles and annual out-of-pocket maximum limits



Choosing an FEHB Plan

- ➤ Choosing the right FEHB plan should be based on your own personal needs.
- ➤ There are resources available to assist you:
 - <u>Federal Health Benefits Plan Information: https://www.opm.gov/healthcare-insurance/healthcare/plan-information/guides/</u>
 - <u>Plan Comparison Tool: https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/</u>
- ➤ You are not locking yourself into an FEHB plan for life!



Types of FEHB Enrollment

- **>**Self Only
- >Self Plus One
- **≻**Self and Family
 - Eligible family members include:
 - **√** Spouse
 - ✓ Children under 26: Adopted child or recognized natural child; step child or foster child living in regular parent-child relationship; child any age who is incapable of self-support (disability existed before age 26)



Opportunities to Make FEHB Changes

➤ Federal Benefits Open Season

- Annually in November through December; dates are announced (2022)
 Open Season: begins mid November and ends mid December 2022).
- Enroll, change plans, or change options.
- Elections become effective the first day of the first full pay period in January.
- ➤ Various life events allow changes to FEHB within 31 days before and 60 days after the event (marriage, divorce, birth of a child, etc.).
- ➤ Read all Open Season marketing material for significant plan changes each year.



FEHB Premium Conversion

- **>** "Pre-tax" arrangement: Health insurance premiums are automatically withheld before taxes. If you pay premiums pre-tax:
 - You cannot cancel your insurance or change your family enrollment to
- self-only enrollment at any time.
 - Your earnings reported to the SSA will be less, which may result in a somewhat lower Social Security benefit when you retire.
 - You cannot deduct health insurance premiums as itemized medical deductions.



Thrift Savings Plan - TSP

➤TSP offers two tax treatments for employees:

- Traditional TSP (pre-tax): Taxes are deferred on your contributions and their earnings until you withdraw them.
- Roth TSP (post tax): Taxes are paid on your contributions as you are making them and your earnings are tax-free at withdrawal, as long as you are at least age 59½ (or disabled) and your withdrawal is made at least 5 years after the beginning of the year in which you made your first Roth contribution.



Thrift Savings Plan (TSP)

- ➤ Retirement savings and investment plan for Federal employees, much like 401(k) plans.
- ➤ Automatic enrollment in Traditional TSP for new hires is 5% of basic pay, but may request to stop.
- ➤ Can elect to contribute both ROTH and Traditional at any time (no open season) up to the IRS Elective Deferral Limit (\$19,500 for 2022) use GRB to elect to contribute
- ➤ Make your fund allocations using the <u>TSP website</u> or the Thriftline at 1-877-968-3778.
- For new participants, contributions are automatically placed in a Life Cycle (L) fund until you receive your TSP account information and submit your contribution allocation.
- >L funds are investment mixes that are tailored to meet



- TSP Lifecycle (L) funds
 - There are five different L funds: L Income, L 2020, L 2030, L 2040, and L 2050.
 - The investment mix of each L Fund becomes more conservative as its target date approaches.
 - The L Funds simplify fund selection. You choose the fund that is closest to your target date.
- When you invest in the L Funds:
 - You can be sure that your TSP account is broadly diversified.
 - You don't have to remember to adjust your investment mix as your target date approaches; it's done for you.



TSP Funds

- Five funds:
 - G Fund Government Securities Investment Fund
 - F Fund Fixed Income Index Investment Fund
 - C Fund Common Stock Index Investment Fund
 - S Fund Small Capitalization Stock Index Investment Fund
 - I Fund International Stock Index Investment Fund
- Choose your own investment strategy.



Roth TSP and Roth IRA

- > Roth TSP is not a Roth IRA.
- ➤ Contributing to the Roth TSP does not affect contributing to a Roth IRA.
- ➤ Contribution limits on a Roth TSP is subject to the IRS deferral limits (\$19,500 for 2022) and does not affect the contribution limit if you have a Roth IRA (\$6,000 in 2022).



Can TSP Roth Benefit You?

- ➤ Everyone's situation is different. It is recommended you consult with a financial advisor to determine if Roth TSP should be part of your financial plan.
- ➤ Could be more beneficial for younger employees because contributions are taxed at the current lower rate and will avoid paying taxes later at an expected higher rate.
- ➤ Will allow for tax diversification and may see an advantage in making after-tax contributions in order to have tax-free withdrawals in retirement.



Additional Features of the TSP

- ➤ Roth TSP contributions will be invested in the same fund allocation as Traditional TSP contributions.
- ➤ Loans from your own contributions and attributable earnings while you are in Federal service.
- ➤ Traditional and Roth Catch-up contributions for participants age 50 or older (\$6,500 for 2022).
- ➤ In-service withdrawals for financial hardship or after you reach age 59½.
- ➤ Portable benefits and a choice of withdrawal options after you separate from Federal service.



Long Term Care (LTC) Insurance

- **▶** Enroll directly with Long Term Care Partners, not on GRB.
- ➤ Reimbursement for costs of care if unable to perform at least two Activities of Daily Living for 90 days or need constant supervision due to a Severe Cognitive Impairment
- ➤ If you are in a position that conveys eligibility for FEHB coverage, you are eligible. You do not have to be enrolled in FEHB.
- ➤ Your qualified relatives are eligible: Current spouse, same-sex domestic partners, adult children (at least 18 years old, including natural, adopted and stepchildren; excludes foster children) parents, parents-in-law, and stepparents.



Long Term Care (LTC) Insurance

- ➤ You have 60 days from date of appointment to elect to participate using abbreviated underwriting procedures; after that, you may apply any time using the full underwriting application. Once enrolled you do not have to re-enroll yearly.
- ➤ Open Season: November/December timeframe
- ➤ To enroll: <u>www.ltcfeds.com</u> or call 800-582-3337



Federal Employees Dental and Vision Insurance Program (FEDVIP)

- ➤ Supplemental insurance coverage.
- ➤ No government contribution to the premiums; however, premiums are paid on a pre-tax basis.
- ➤ If you are in a position that conveys eligibility for FEHB coverage, you are eligible for this program.
- **≻**60 days from date of appointment to elect and do not have to elect an FEHB plan.
- ➤ Dental and vision are separate; can enroll in one or both.
- **➤ To enroll: www.benefeds.com**
- **➤ You CANNOT enroll in FEDVIP through the GRB Platform.**



Dental and Vision

➤ Enrollment Options:

- Self only
- Self plus one
- Self and family
- Enrollment carries over from year to year.
- ➤ You may enroll, change plans or cancel during the annual Federal Benefits Open Season or if you experience certain qualifying life events. Open Season: November/December timeframe

Vision

- ➤ Comprehensive eye examinations
- ➤ Coverage for lenses, frames and contact



Flexible Spending Accounts (FSA)

- ➤ Pay for eligible out-of-pocket health and dependent care expenses with pre-tax dollars. The average tax savings for a person earning \$50,000 who contributes \$2,000 into an FSA account is approximately \$600. That means you get \$2,000 worth of health care purchasing power PLUS pay about \$600 LESS in Federal taxes.
- **≻**60 days from entry on duty, or until October 1 to elect. Open Season: November/December timeframe
- ➤ If hired on or after October 1, you must wait to elect during the annual Federal Benefits Open season for the following plan year.
- ➤ The minimum election for all accounts is just \$100 and carryover has been adopted for health care and limited expense health care FSAs
- ➤ Three types of FSAs:
 - Health Care Flexible Spending Account (HCFSA): \$2,650 maximum annual contribution
 - Limited Expense Health Care Flexible Spending Account (LEX HCFSA): \$2,650 maximum annual contribution
 - Dependent Care Flexible Spending Account (DCFSA): maximum annual contribution \$2,500 if married filing separately OR \$5,000 if single/head of household or married filing jointly



Flexible Spending Accounts (FSA)

- ➤ You must enroll in FSAs for <u>each year</u> that you choose to participate election does not roll over into next year.
- **>** "Use it or lose it" − important to estimate your eligible expenses:
 - Any unspent DCFSA funds will be lost.
- Up to \$500 in unspent funds under HCFSA and LEX FSA will be carried over into the next plan year, if you have re-enrolled.
- ➤ Benefit Period is from January 1 to March 15 of the following year, during which eligible expenses can be incurred and reimbursed.



Flexible Spending Accounts (FSA)

- To enroll in FSAFEDS:
 https://www.fsafeds.com/GEM/ or call 877-372-3337
- You CANNOT enroll in FSAFEDS through the GRB Platform.
- Complete and submit FSAFEDS claim form for both dependent care and health care expenses
- Payment will be issued by check or electronic funds transfer (EFT) after claim is processed and

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Retirement Coverage

- **CSRS:** Permanent employees hired before 1984
- ➤ CSRS OFFSET: CSRS employees rehired on or after 1 January 1984 with a break in CSRS coverage of more than 365 days and who have at least 5 years of creditable civilian service by the end of 1986
- >FERS: Most employees who were hired in the Federal government after 31 December 1983
- > FERS-RAE: Most employees hired in the Federal government after 01 January 2013
- > FERS-FRAE: Most employees hired in the Federal government after 01 January 2014



Federal Employees Retirement System (FERS/FERS-RAE/FERS-FRAE)

Three Components of FERS/FERS-RAE:

- ➤ Basic Benefit Plan: You automatically participate; most employees contribute 0.80% of earnings out of each paycheck if hired before 01/01/2013. If hired on or after 01/01/2013, most employees contribute 3.1%. If hired on or after 01/01/2014, most employees contribute 4.4% annually.
- ➤ TSP: You decide how much of your pay to put in your account (up to the allowable limits) and how to invest it.
- ➤ Social Security: You automatically contribute 6.2% of your earnings Social Security and 1.45% to Medicare.



FERS Eligibility to Retire

➤ Must meet Minimum Retirement Age (MRA) with years of creditable service for Optional Retirement

Must have at least 5 years of characteristics of the civilian service	
62	5 years
60	20 years
MRA*	30 years
MRA*	10 years

*MRA -Minimum Retirement Age



Service Credit Deposits

Three types of service credit deposits:

➤ Military Service (Called "Military Deposit")

Allows you to buy Active Duty or ACDUTRA (including Reservists). Must be paid before retirement.

- **➤**What you will need (Follow instructions on DONHR portal):
 - RI 20-97, Estimated Earnings request—send to Branch of Service to request estimated earnings
 - Application to Make Military Deposit
 - Documentation is necessary for periods requesting military deposit—including ALL DD214s or orders.



Temporary Service (Called "deposit")

Allows you to buy civilian federal service under FICA. NOTE: Only service before 01/01/89 can be bought under FERS.

Refunded Service (Called "redeposit")

Allows you to buy service for which you may have taken a refund of retirement contributions.

- Paying a deposit or redeposit is not mandatory.
- Be aware of the impact your annuity <u>may be</u> permanently reduced, or in some cases you may not receive credit for the service at all.
- If you do not receive credit for retirement eligibility purposes, you may not be able to retire on the date you have planned.



Designation of Beneficiaries

- ➤ Outlines your desire to have your benefits paid out in a particular way upon your death.
- **➤** Cannot change Designation of Beneficiaries via GRB.
- >Access the forms on the CBC page, print them, sign in presence of two witnesses, keep a copy and mail to CBC.
- ➤ Benefits for which you can designate a beneficiary: Life Insurance, Unpaid Compensation, Thrift Savings Plan, Retirement and Federal Employees' Compensation Act Death Gratuity Payment.

Beneficiary Forms



Beneficiary Forms:

- SF 1152 (Unpaid Comp)
- SF 2823 (FEGLI)
- SF 3102 (FERS)
- TSP 3 (TSP)



Order of Precedence

- ➤If there is no designated beneficiary, to your widow or widower.
- ➤ If none, to your child or children in equal shares share of any deceased child is distributed among that child's descendants.
- **▶**If none, to your parents in equal shares or the entire amount to your surviving parent.
- ➤ If none, to the executor or administrator of your estate.
- ➤ If none, to your next of kin under the laws of the State where you lived at the time of your death.

Note: For life insurance, qualifying court orders or assignment of benefits on file take precedence.



To Designate or Not

- ➤ If the order of precedence meets your needs, you don't need to do anything.
- If you wish to name a person or persons not included in the order of precedence, or in a different order, you will need to complete a form.
- ➤ If you complete forms, it is your responsibility to keep them up- to-date and reflecting your current wishes.
- ➤ Life events (e.g., marriage, divorce, death, etc.) may be a good time to evaluate your



MyPay

Web-Based Automated System that puts you in control of processing pay items without using paper forms.

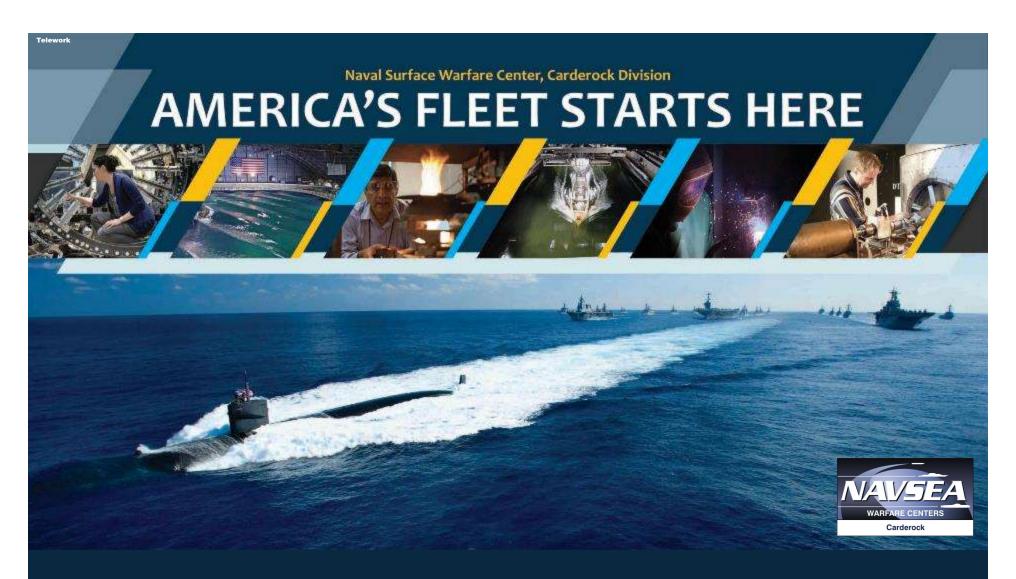
You can access myPay 24/7 to view your current and past Leave & Earnings Statement (LES), Direct Deposit, Financial Allotments, Leave Accrual, Change of Address, W-2s etc.

https://mypay.dfas.mil/mypay.aspx



QUESTIONS???





Telework Program

CAPT Todd E. Hutchison

Commanding Officer, NSWCCD

LER Branch, Code 1014

Larry Tarasek

Technical Director (Acting), NSWCCD

Telework Policies



Telework Enhancement Act of 2010

- Requires agencies to establish policy under which eligible employees may be authorized to telework without diminishing employee performance or agency operations
- Required authorized teleworkers to enter into a written agreement with an agency manager

OPM Guide to Telework in the Federal Government

- Outlines telework information to assist Federal Agencies, managers and supervisors and other staff responsible for implementing telework and supervising employees
- Equips employees to better understand the day-to-day aspects of telework as a workplace flexibility

Telework Policies



DoDI 1035.01

- Updated telework policies and procedures for DoD employees in accordance with the TEA of 2010 and OPM guidance
- Required the use of the DoD Telework Agreement, DD Form 2946 and telework training prior to the commencement of a new telework arrangement

SECNAVINST 12271.1 w/CH-01

 Establishes policy, assigns responsibilities, and identifies requirements for the DON telework program

NAVSEAINST 12620.1B

 Updates overarching policy and procedures governing the NAVSEA Enterprise telework program

CARDEROCKDIVINST 12620.1 (currently in draft)

Establishes telework policy for and delegation of authority to approve civilian telework agreements

Telework Defined





Telework is a work arrangement where an employee performs assigned official duties and responsibilities at an approved alternate worksite.



Telework does not include any part of work done while on official travel or mobile work, e.g., site audits, inspections, or investigations.



Examples of alternate worksites:

- Employees residence
- Telework Center
- Another acceptable location (e.g., an office located in another state)

Types of Telework



Regular and Recurring

Approved on an ongoing, regular and recurring basis, defined as a schedule of at least two or more days during a bi-weekly pay period or more.

Type hour code "TW".

Situational / Ad Hoc

Approved on an occasional or case-by-case basis, where the hours worked were NOT part of a previously approved, ongoing and regular schedule. **Type hour code "TS".**

 Examples: result of inclement weather or emergency, a medical appointment or other approved leave, to complete short-term special assignments or to accommodate special circumstances even though the telework may occur continuously for a specific period.

Telework Eligibility



Telework eligibility for <u>regular and recurring</u> telework is determined by supervisors based on DoD and DON criteria for both the position and the incumbent.

Eligible positions are then designated as either eligible for only situational or regular/recurring schedules.

Position Ineligibility

- Requires daily handling of classified or unprotected PII/FOUO materials
- Requires daily physical presence due to on-site activity/materials or face-to-face contact with others

Employee Ineligibility

- Conduct has resulted in disciplinary action in the past year
- Performance rating of record is unsatisfactory
- Failure to meet performance requirements of agreement
- Employee is in a trainee or intern status

Individual Suitability



Whether an individual is suitable for approval is determined by the supervisor during the request process

Suitable

- Employees who occupy eligible positions and exhibit suitable work performance/conduct
- Employees who possess a working familiarity with their organizations
- Arrangement is feasible for individual and organizational performance.

Not Suitable

- Employees whose performance or conduct warrants closer supervisory direction than telework may provide
- Employees recently assigned or newly appointed to trainee or entry level positions
- Probationary/trial employees



Closure/Dismissal Situations & Duty Hours



"Telework-ready" employees or individuals under an approved telework agreement, whether situational or regular and recurring, shall telework each regularly scheduled work day during emergency situations.

All teleworkers are required to work during dismissal and closure situations. Plan to be telework-ready when severe weather is forecast.

Teleworkers who are unable to work due to illness or dependent care responsibilities must request and take appropriate leave during office closure or dismissal situations.

If other circumstances prevent performance of duties, the employee must contact the supervisor, who will determine the appropriate duty or leave status to account for the employee.

Keys to Success



- Follow official work schedule at authorized telework and traditional sites
- Consult first level supervisor for collaborative development of proposed telework arrangement
- Comply with the terms of approved telework arrangement
- Document productivity while teleworking and remain engaged
- Adhere to all workplace rules
- Record the appropriate time codes for every telework session (e.g., TS, TW)

Keys to Success



Employees and supervisors must meet mandatory training requirement before a telework arrangement commences.

Complete
Required Training
TWMS-OCHREMP1

Read Policies & Procedures

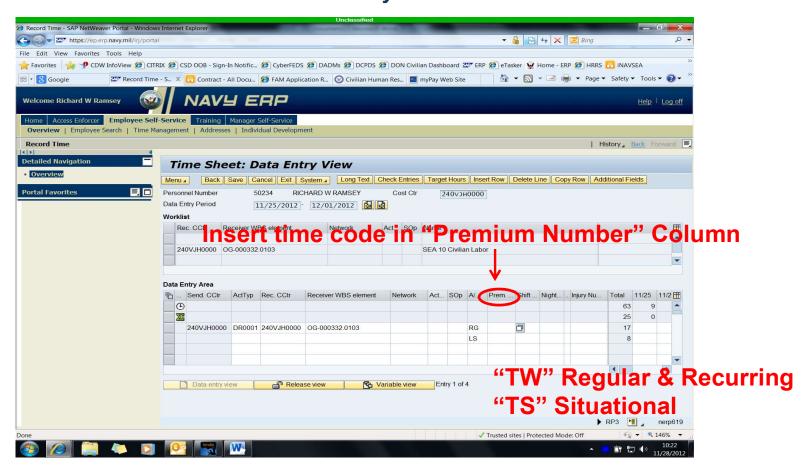
Ensure you acknowledge terms and conditions of the agreement



Recording Telework Hours



Employees and supervisors must ensure accurate telework codes are reflected in ERP for each and every session of telework.



Requesting Telework



1. Log in to the Total Workforce Management System (TWMS) at https://twms.navy.mil/selfservice/login.asp

2. Complete Telework Training for DON Employees (TWMS-OCHR-

EMP1)

3. Create your telework request in TWMS:
The request will automatically be sent
to your immediate supervisor for
approval.

Tools/Actions:	
Daily Muster	
Employee Locator	
Online Training & Notices	
SAAR-N/DD-2875	
Event Notification Service	
SF182 Training Request	
IPMS	
Mentoring	
DD577	
My IDP	
VSIP/VERA Survey	

Questions and Assistance

















Point of Contact:

Sue Rossi Labor & Employee Relations Branch Code 1014 215-897-2692, DSN 443 susan.rossi@navy.mil



CAPT Todd E. Hutchison

Commanding Officer, NSWCCD

LER, Code 0132

Larry Tarasek

Technical Director (Acting), NSWCCD

TIME AND ATTENDANCE



- Ensure time is recorded daily both in ERP and on sign in/out sheets
- Calculations of actual time worked will be based on tenths of an hour (full 6-minute increments). (For example, 0.1=6 mins, 0.2=12 mins)
- Ensure <u>Overtime/Credit Hours</u> requests are approved ahead of hours worked and in place for Audit purposes Using LOCUS
- Ensure Work Schedule Agreements (WSA) are in place within first pay period
- Ensure <u>Leave Requests</u> are approved prior to taking leave or immediately upon return (in emergency and/or "call out" situations).
- MyPay is available within 1 to 2 pay periods
- Ensure <u>Transfer Employees LES'</u> are provided to Payroll Office upon onboarding to ensure leave is properly converted in our system.

LOCUS (Leave Overtime/Comptime User System)





https://waw.kypt.nmci.navy.mil/IPADSLogin/Login.aspx?returnURL=%2fUW%2fHome.aspx





WARNING:

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or
 monitoring of the content of privileged communications, or work product, related to personal representation or
 services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product
 are private and confidential. See User Agreement for details.

Privacy Act Information:

Privacy Act sensitive materials contained herein. Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties. When accessing and/or printing Personal Identity Information (PII), safeguard all information and documents. Misuse or mishandling of such information is prohibited in accordance with the Privacy Act of 1974.

Fraudulent Access:

18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the credentials you enter are not your own, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.

User account name: ralph.miller User account is enabled.

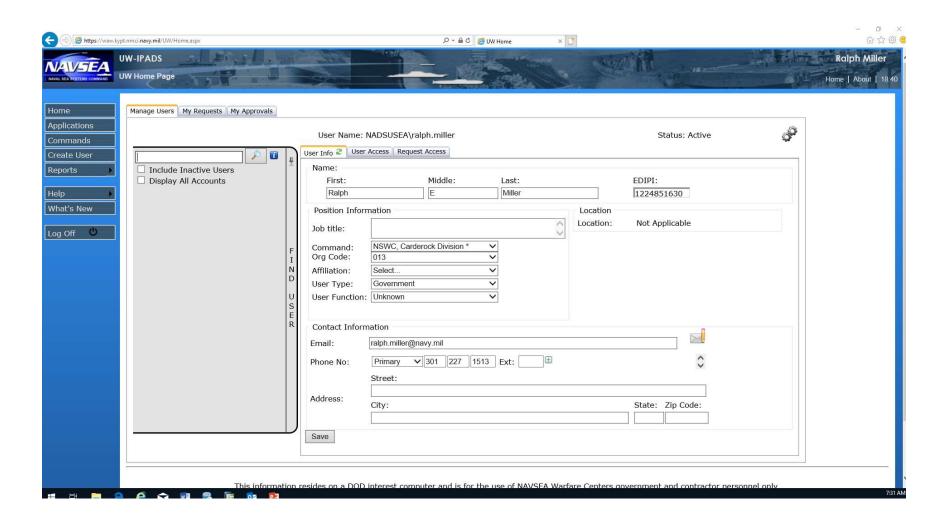
You will be logged into the application using this user account. If this is not correct please contact the IPADS Admin and request to have the client certificate mapping for this account removed.

Press a button to accept the DOD terms of service and login using the above account.



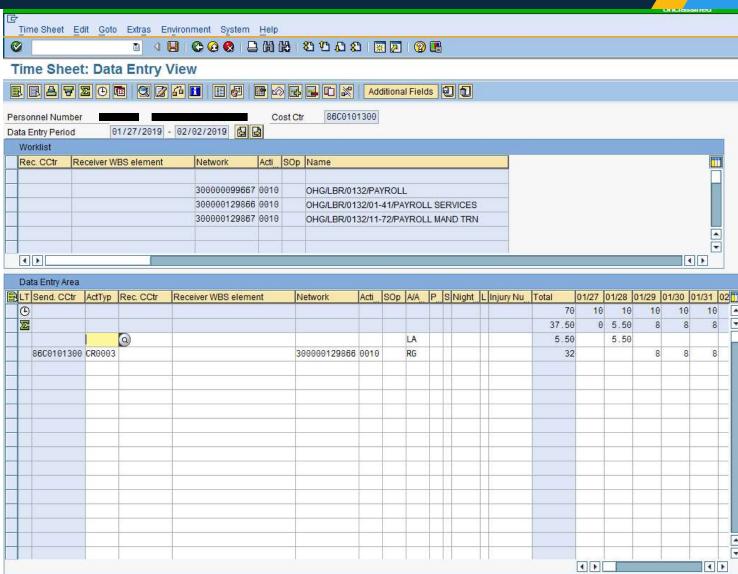
LOCUS (Leave Overtime/Comptime User System)





NERP Time Sheet





Work Schedules and Work Week



Standard Business Hours = 0530-1900

Core Hours = 0930-1430

30 minutes <u>must</u> be included in the work schedule for lunch between the hours of 1100-1300 if employee works more than 6 hours.

Flexible Work Schedules (FWS)

- AWS 1 8 hr day/40 hrs wk/80 hrs bi-wkly, with a <u>fixed</u> start/stop time
- AWS 2 8 hr day/40 hrs wk/80 hrs bi-wkly, start time may vary
- AWS 5 80 hrs bi-wkly (most flexible work schedule)
- AWS 6 Compressed Work Schedule "5/4-9" (5 9 hr days, 4 9 hr days, 1-8 hr day, and 1 off day). Must be a <u>fixed</u> start/stop times

Holiday Leave (LH)

- AWS 1,2,5 Enter 8 hrs LH on Holidays
- AWS 6 Enter 9 hrs LH on Holidays

Work Schedule Agreement (WSA)



	WOLK	Sche	dule A	greem	ent		
Employee Name (L, F, MI)			Shop/Co	ode	SSN (Last 4	digits)	
					XXXX-XX-		
Effective Date of Schedule		6000	0.10	10	Full Time or	Part Time	
Beginning of a payperiod-Sunday)		_					
AWS Code (please check)					Fixed Arriva	l Time (AWS 1 &	6)
0	1 :	2	5	6			
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VI. 2 (Hanne)							
VK 2 (HOURS)							
Wk 2 (Hours) if applicable)							
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if applicable)					PA	Y PERIOD TOTA	AL HRS
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if applicable) Agreement/Requirements		_					AL HRS
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Agreement/Requirements Daily start time				100 March 100 Ma	gular hours all		
Agreement/Requirements Daily start time Last date of AWS schedule change		TELEP	Number	of allowal	gular hours all	lowed lays per Pay Perio	d
Agreement/Requirements Daily start time Last date of AWS schedule change		TELEP		of allowal	gular hours all	lowed	d
Agreement/Requirements Daily start time Last date of AWS schedule change		TELEP	Number	of allowal	gular hours all	lowed lays per Pay Perio	d
Agreement/Requirements Daily start time Last date of AWS schedule change		TELEF	Number	of allowal	gular hours all	lowed lays per Pay Perio	d
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Agreement/Requirements Daily start time Last date of AWS schedule change EMPLOYEE (Signature)			Number	of allowal	gular hours all	lowed lays per Pay Perio DATE SIG	d

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974

Court Leave/Military Leave/Advanced Leave



- •<u>Court Leave (LC)-</u> To be granted court leave, an employee must submit leave request prior to the beginning date of service. At conclusion of service, the original certificate of attendance <u>must</u> be submitted to Payroll Office. Failure to due so could cause debt or mandatory "repayment" of hours.
- •<u>Military Leave (LM)-</u> Employee should apply for military leave as far in advance as possible, attaching a copy of orders to leave request. Upon return, employees <u>must</u> submit a copy of orders and certified verification of attendance to Payroll Office. (LM can only be recorded in whole hour increments)
- •<u>Advanced Leave (LB)</u>- Must be requested and approved in writing on OPM-71 form. Advanced leave requires Division Head approval and <u>must</u> be submitted to Payroll Office.

Travel and Government Travel Charge Card (GTCC)30



- New Employees will need to contact the Travel Office to set up DTS accounts
- New Employees should apply for GTCC ASAP, preferably within the first pay period
- Transferring Employees will need to stop by Travel Office to ensure you are under the NSWCCD Hierarchy
- If you have a GTCC, please ensure that it is valid and on file with Travel
 Office.
- Please contact Travel Office BEFORE your first travel!!!!

Employee Services Division: Payroll & Travel



Employee Services Division Head

Kristy Ross – 301-227-1134, kristina.ross@navy.mil

•Payroll Office:

- Ralph Miller 301-227-1513, <u>ralph.miller@navy.mil</u>
- Theophile Alexandre 301-227-2416, theophile.g.alexandr@navy.mil
- Marlene Witmer 301-227-3140, marlene.witmer@navy.mil

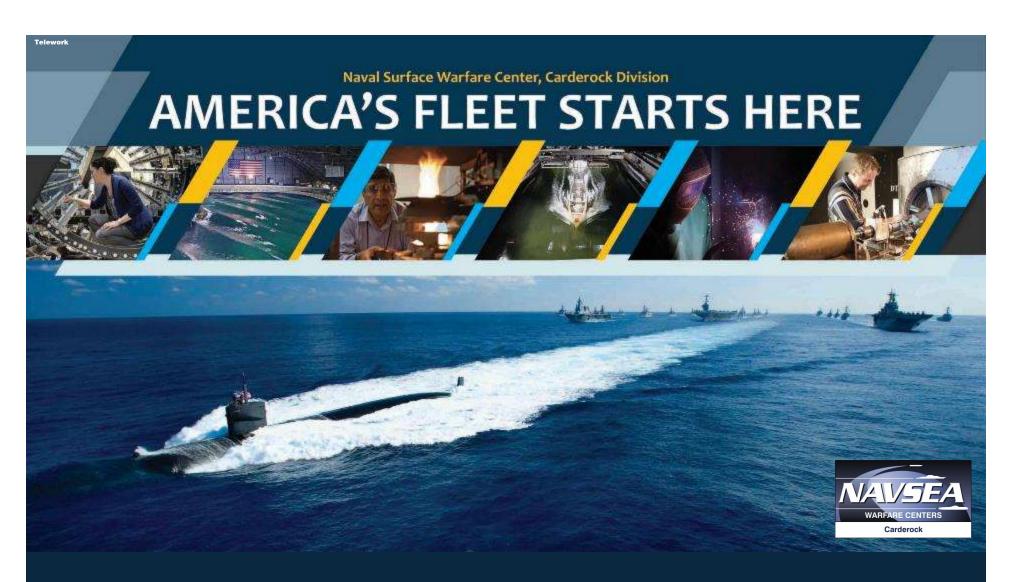
•Travel Office:

- Denise Leonard 301-227-1659, denise.leonard@navy.mil
- David Callis 301-227-2952, <u>david.callis1@navy.mil</u>
- Ralph Miller 301-227-1513, <u>ralph.miller@navy.mil</u>

• Government Travel Charge Card:

- Brittany Payne 301-227-4298, <u>brittany.b.payne1@navy.mil</u>
- Lyniqua O'Bryan (Nikki) 301-227-3150, lyniqua.obryan@navy.mil

Located in Complex P at the Tennis Courts



EEO New Employees Brief

CAPT Todd E. Hutchison

Commanding Officer, NSWCCD

EEO, Code 0132

Larry Tarasek

Technical Director (Acting), NSWCCD

EEO Brief



Individuals with Disabilities &

Reasonable Accommodations

OUR MISSION



- Service the Carderock Command at all levels
- Process Discrimination Complaints for civilians (current and former employees, applicants)
- **❖**Oversee and ensure that:
 - ❖ The workforce reflects the nation's diversity
 - ❖ The workplace is free of discrimination and harassment

WHAT IS EEO?



Equal Employment Opportunity

- Fair Consideration
- ❖ No Discrimination
- ❖ No Harassment
- Reasonable Accommodations
- Resolving Disputes



OUR PROGRAMS



- Title VII Complaints Processing/Counseling
- Alternative Dispute Resolution (ADR) Mediation
- **❖** Affirmative Employment Program (MD-715)
- **❖** Special Emphasis Programs
 - ❖ African American Employment Program, Federal Women's Employment Program, Asian/Pacific American Employment Program, Hispanic Employment Program, Individuals with Disabilities Employment Program, American Indian/Alaska Native Employment Program
- **❖ Reasonable Accommodations Program**
- **❖** Workforce Recruitment Program

EEO - Title VII Complaints Process



Title VII Complaints Process

BASIS FOR COMPLAINTS



- Race
- National Origin
- ❖ Color
- ❖ Religion
- ❖ Sex.
- Age
- Reprisal (prior EEO activity)
- Disability
- Genetics

Civil Rights Act of 1964
Title VII

Equal Pay Act of 1963

Age Discrimination in Employment Act of 1967

The Rehabilitation Act of 1973 (Sections 501 and 505)

Americans with Disabilities Act
Amendments Act of 2008

Genetic Information
Nondiscrimination Act of 2008

COMPLAINT PROCESS

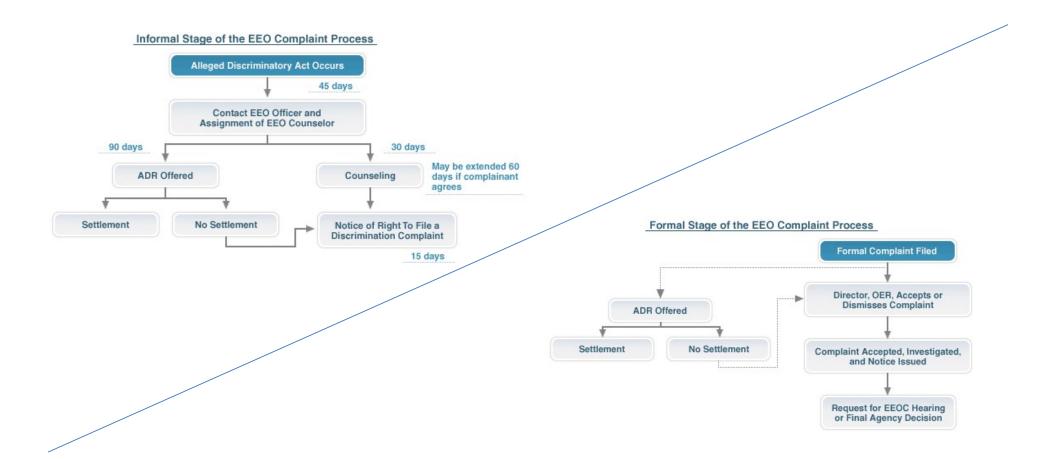


An employee, applicant, or former employee contacts the EEO office within 45 calendar days of an alleged discriminatory act (an action has to have occurred)

It is the employee/applicant's PERCEPTION of the alleged discriminatory act

COMPLAINT PROCESS



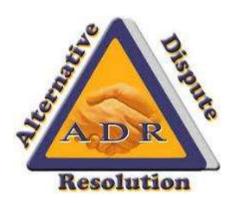


ALTERNATIVE DISPUTE RESOLUTION



Alternative Dispute Resolution (ADR) is "any procedure that is used to resolve issues in controversy, including, but not limited to, conciliation, facilitation, **mediation**, fact finding, mini-trials, arbitration, and the use of ombuds, or any combination thereof."

Administrative Dispute Resolution Act of 1996



- **Mediation** is the Navy's preferred method of early resolution.
- Mediation is a process in which an impartial third party assists in finding a mutually acceptable solution to their dispute.
 - It is both <u>voluntary</u> and <u>confidential</u>

DISABILITY



*****Three-part definition:

- A physical or mental impairment that substantially limit or more major life activities;
- ❖ A record of having such an impairment;
- Being regarded as having a disability



However, Congress has changed the meaning of key terms used in these definitions and has broadened the definition and scope of what is now considered a disability

REASONABLE ACCOMMODATIONS



What is a reasonable accommodation?

Any change to a job, the work environment, or the way things are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace.

Reasonable accommodations are modifications or adjustments for:

- ❖ Job application process (large print or Braille)
- Performing the essential functions of the job (interpreters, readers, computer software/hardware)
- ❖ Removing physical barriers to enable employees with disabilities to enjoy equal benefits and privileges (office, cafeteria, etc. that comply with Federal Accessibility Standards)

REASONABLE ACCOMMODATIONS (CONTRACTORISEA WARFARE CENTERS CHICAGO CONTRACTORISMO CONTRACTORISMO

Who can request a reasonable accommodation?

- ❖ An <u>employee</u>, <u>family member</u>, or <u>representative</u> of the employee may let the employer know that (s)he needs an adjustment or change at work for a reason related to a medical condition
- ❖ A <u>supervisor</u> when (s)he:
 - Knows that the employee has a disability,
 - Knows, or has reason to know, that the employee is experiencing workplace problems because of a disability,
 - Knows, or has reason to know, that the disability prevents the employee from requesting a reasonable accommodation
- ❖ An <u>applicant</u> during the application process

REASONABLE ACCOMMODATIONS (CONTRACTED TEACH CENTERS CARRIED CENTERS CARRIED CONTROL TO THE CONTR

How is a reasonable accommodation requested?

- ❖ A request does not have to be in writing
- ❖ There are no magic words plain English, the words 'reasonable accommodation' need not be used

When it is communicated by the employee or other appropriate individual that there is a need for an adjustment or change at work for a reason related to a medical condition,

the RA process begins.



REASONABLE ACCOMMODATIONS (CONTRACTORISEA WARFARE CENTERS CHICAGO CONTRACTORISMO CONTRACTORISMO

When is medical documentation required?

- When a disability and/or the need for accommodation is not obvious, management may ask the individual for medical documentation regarding his/her disability and functional limitations
- ❖ Reasonable documentation is the only documentation needed to establish that the person has a disability under the ADA and that the disability necessitates a reasonable accommodation



REASONABLE ACCOMMODATIONS (CONTRACTED TEACH CENTERS CHICAGO CONTRACTED TEACH CONTRACTED TO THE CONTRAC

Decision to Accommodate

- A qualified employee with a disability is entitled to an <u>effective</u>
 <u>accommodation</u>, not the accommodation of choice
 - Must be sufficient to meet job-related needs of the individual
 - Must remove workplace barrier(s) that impede employment benefits
- ❖ The employee's supervisor is responsible for the final decision
 - The supervisor has the right to deny the request as they see fit

REASONABLE ACCOMMODATIONS (CONT'D)



Decision NOT to Accommodate

- ❖ An accommodation may be denied only when:
 - The individual is determined to not have a disability, as defined under the ADA/Rehab Act
 - ❖ The person cannot perform the essential functions of the job with or without an accommodation, and reassignment efforts were unsuccessful
 - The accommodation creates an undue hardship
 - The individual posed a direct threat to health or safety

REASONABLE ACCOMMODATIONS (CONT'D)



Denials of RA Requests

- Written notification
- ❖ If an alternate reasonable accommodation is offered, justification for that decision should be explained
- Must provide an explanation of informal procedures available for a review of the denial action
 - Informal discussion with decision-maker
 - Appeal to next level of supervision
 - ❖ ADR (EEO complaint not required)
 - File EEO complaint based upon denial

POINTS TO REMEMBER



- ❖ All EEO complaints are filed against the Secretary of the Navy
- Managers MUST support the EEO process failure could result in a finding against the Navy
- Complaints are filed on the employee/applicant's <u>perception</u> of discrimination
- ❖ EEO Counselors have the authority to request documentation and interview witnesses to complete an inquiry
- Mediation is a cost-effective way to resolve disputes
- ❖ EEO Office does **NOT** determine merit (i.e., whether or not discrimination occurred)
- ❖ If the complaint starts with you, YOUR agency is financially responsible

Back Up Slide



BACKUP SLIDES

EEO POLICIES



- Equal Employment Opportunity Policy Statement
- ❖ Prevention of Sexual/Non-sexual Harassment
- Reasonable Accommodations
- **❖** Alternative Dispute Resolutions (ADR) Process

All of the Carderock EEO policies are located at: https://cuthill.crdr.navy.mil/intra/code10/hr/eeo.html

TRAINING WE PROVIDE



- Special Emphasis Program Training
- ❖No Fear Act
- **❖ Title VII Complaints Process**
- Reasonable Accommodations
- Ongoing training pertaining to Diversity/Cultural Awareness

We also provide initiatives such as:

- Organizational Climate Surveys
- Sensing Sessions
- ❖ Large Group Facilitations
- Support for Diversity Observances

COMPLAINT PROCESS - INFORMAL



Informal Stage

Aggrieved files pre-complaint within

45 calendar days of alleged incident

Counseling

- Informal counseling inquiry [30 calendar days]
- Attempt resolution
- Prepare EEO counselor report
- Conduct final interview
- Notice of right to file formal complaint

Mediation

If mediation is accepted:

- Automatic 90 calendar day processing time
- Neutral third party conducts mediation
- Parties develop their own resolution (Negotiated Settlement Agreement)
- If mediation is not successful, a notice of right to file formal complaint is issued

COMPLAINT PROCESS - FORMAL



Formal Stage

- Formal Complaint filed (within 15 calendar days)
- Decision by EEO Officer to accept or dismiss issues for investigation after legal review
 - NOTE: EEO Officer does not determine merit on whether or not discrimination occurred
- Investigation

❖ Post-Investigative Notice of Options

Equal Employment Opportunity Commission (EEOC) Administrative Judge

Final Agency Decision (FAD)

- Appeal to EEOC
- ❖ File Civil Action US District Court

MEDIATION



- ❖ Mediation in the EEO Process Title VII Basis included
- Mediation in Non-EEO or Workplace Conflicts No Title VII Basis included
 - ❖ Same process 4 or 5 basic stages
 - ❖ Same benefit less time and less cost involved

Participation in mediation is not a guarantee that you automatically get what you request

REASONABLE ACCOMMODATIONS (CONT'D)



What happens once an RA request is made?

- Interactive discussion should begin immediately a continuous dialogue throughout the RA process
- Request is forwarded to Disability Program Manager
 - The RA Advisory Team must begin processing
 - The interactive process will determine:
 - If the person has a disability as defined under the ADA/Rehabilitation Act
 - If the person is qualified
 - What the employee's needs are
 - An effective accommodation

STAFF



EEO, Diversity and Inclusion Office

Building 42, Suite 200 (Second Floor)

Wanda Jimenez-Barkdoll

DDEEO, Diversity and Inclusion 301-227-0090

Reasonable Accommodation Coordinator 301-227-0090

Christina Suggs

Complaints Program Coordinator/Acting, Affirmative Employment Program Manager 301-227-8989

Rebekah Knodel

Team Lead Sign Language Interpreter 301-227-4049

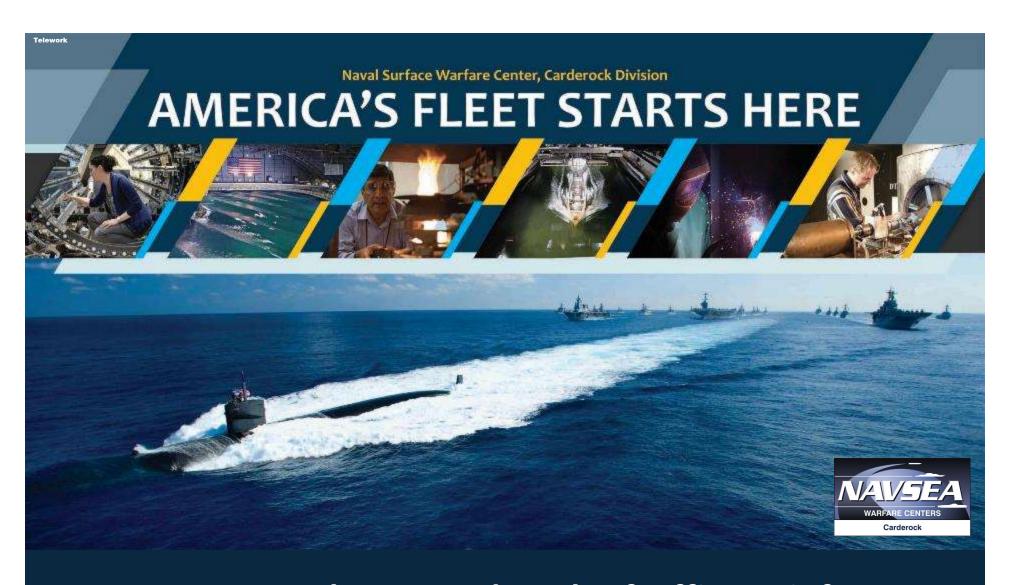
Paris McTizic / Jethro Griffin

Sign Language Interpreters 301-227-2450



Questions?





CO Welcome and Oath of Office Brief

CAPT Todd E. Hutchison

Commanding Officer, NSWCCD

Front Office

Larry Tarasek

Technical Director (Acting), NSWCCD

THE OATH WE TAKE



5 USC SEC 3331 Requires that an individual, except the President, elected or appointed to an office of honor or profit in the civil service or uniformed services, shall take the following oath:

OATH OF OFFICE STATEMENT



I (state your name) will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

CO Brief - Questions



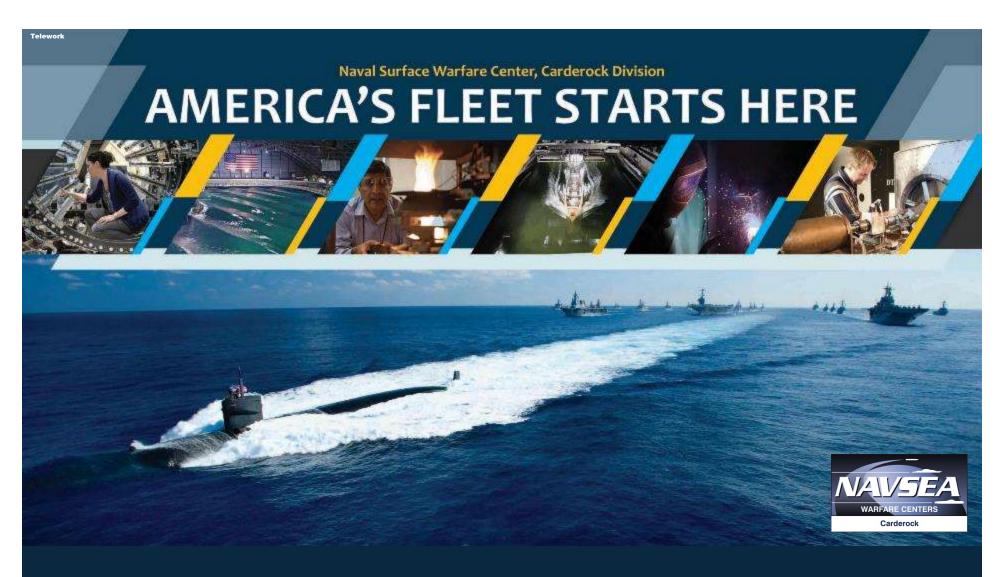
Questions

LUNCHTIME



LUNCH

(return at 1300)



New Hires / Employee Initial Safety Brief

CAPT Todd E. Hutchison

Commanding Officer, NSWCCD

Occupational Safety and Health Branch

Lawrence Tarasek

Technical Director, NSWCCD

Introduction



Our Goal

The Occupational Safety and Health Branch (safety office) and your leadership team is committed to ensuring you go home in the same condition as when you came into work.

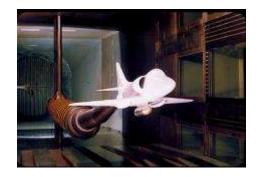


Introduction (Cont.)



- We obey OSHA standards.
- Safety is equally as important as any thing else you do here.
- Supervisor's will brief you on hazards/controls of your work area.
 - Including those who travel and are exposed to unfamiliar hazards



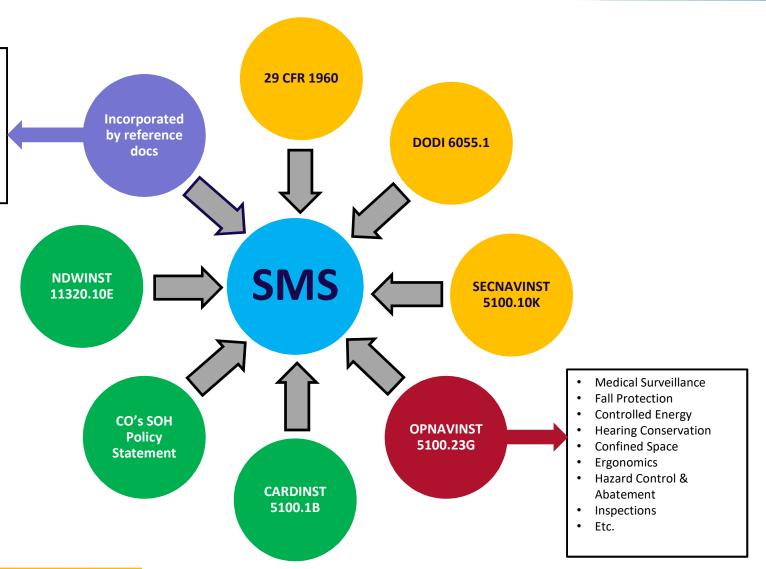




NSWCCD Safety Management System (SMS)



- Gen Industry Std
- · Construction Std
- NFPA
- ANSI
- IBC
- NEC
- Other Fed, State & Local Rules & Regs
- · Etc.



Initial Safety Training

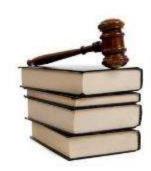


- Must be trained to the hazards and controls in your work area
- After this initial familiarization your supervisor:
 - Provides/assigns specific training applicable to your job position
 - duty tasks
 - general safety required by all
 - OJT and other training based on resources available in the work area
 - May include Tier 1 Ship/Sub (Subsafe) requirements
- Once you acquire your CAC
 - Log into ESAMS and complete web based safety training (procedure included in your packet)
- Do not feel compelled/pressured to do anything you've not been trained on or feel uncomfortable/unsafe doing

OSH Act



- OSH Act signed by Nixon in 1970
 - Requires all employers to provide a safe and healthful workplace by:



- Encouraging employers and employees to reduce workplace hazards through hazard recognition and mitigation
- Providing education and training
- Providing worksite evaluations
- Informing employees of their rights and responsibilities (New hire brief and DON OSH Poster on bulletin boards)

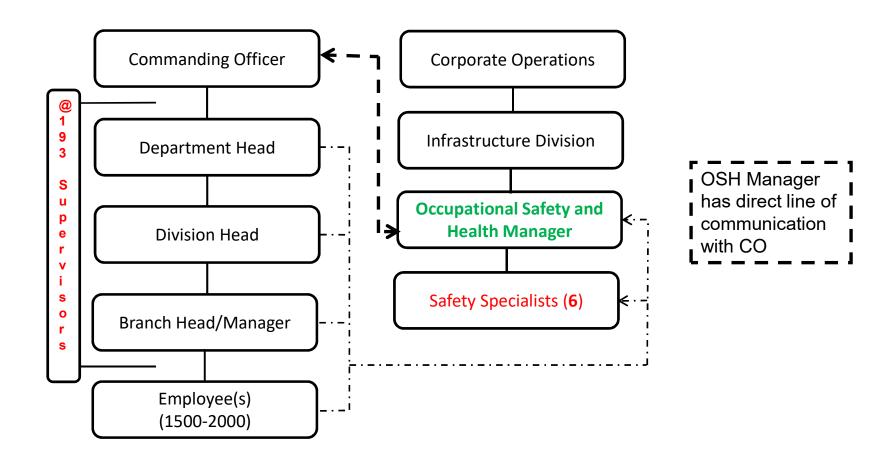
Roles and Responsibilities



- Supervisors and line management are responsible for the safety of their employees/workers.
 - Safety specialists are the COs technical experts on safety related matters
- Each of you is personally responsible to:
 - Work safely to help reduce unsafe/unhealthful working conditions, including unsafe acts.
 - Report hazards to your supervisor.
 - Stop work if you think its not safe.
 - Complete your assigned training.
 - Report injuries and illnesses to your supervisor (even off duty injuries). Also report medication which may impair your ability to perform your job.
 - Ask questions
 - Because we've always done it that way was doesn't mean it's the right way.
 - If not satisfied contact safety.

Safety Responsibility/Accountability Organization Chart





Voluntary Protection Programs (VPP)



- VPP is OSHA's recognition program for sites having an effective SMS.
 - Highest safety award the US Government can bestow on a worksite.
 - Significant achievement we are 1 of approx. 2300 worksites out of over 8 million worksites in the U.S.
 - Recertified VPP Star worksite November 2018



Voluntary Protection Programs (VPP) (Cont.)



Three voluntary protection programs

- Site Based (defined specific geographic location)
- Mobile Workforce (majority of workforce is vehicle based, does not work in a stationary office)
- Corporate (main office or HQ)

Two recognition levels for the programs

- Star (meets or exceeds all program requirements)
- Merit (minor tweaks needed to meet the program requirements)



Four Elements of VPP



Management Leadership & Employee Involvement (Involve)



1

Safety and Health Training (Educate)

Worksite Analysis

(Find)



Hazard
Prevention and
Control

(Fix)



How Are We Assessed



Document Review

Written Programs

Supporting Documents

Interviews

Formal

Informal

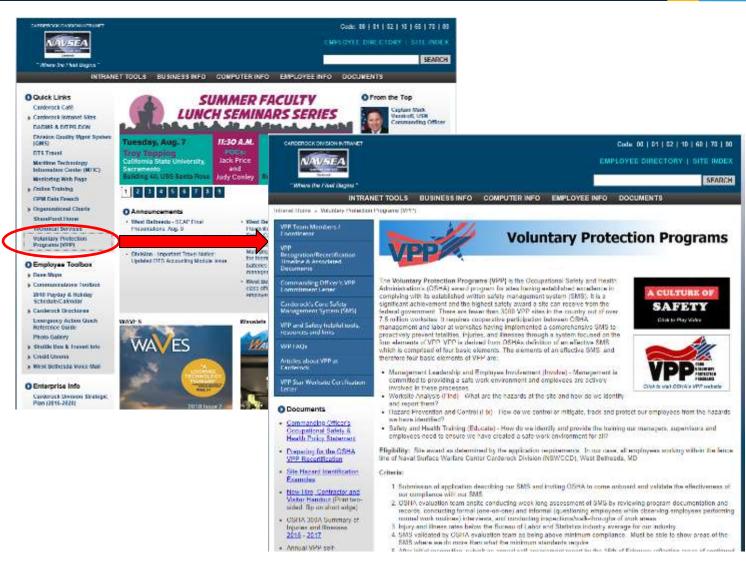
Observation

Work Spaces

Non-Classified Operations

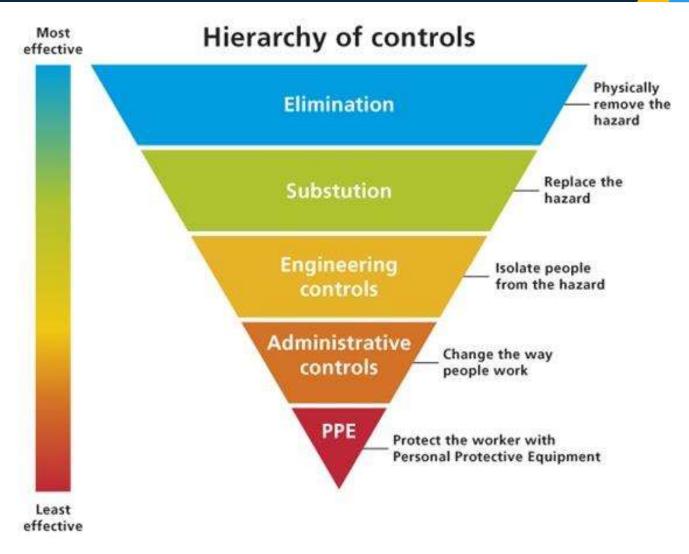
NSWCCD VPP Website





Hierarchy of Hazard Controls





PPE



 Rx safety eyewear vendors – onsite monthly



Footwear vendors - quarterly







PPE (Cont.)



- Personal Protective Equipment (PPE):
 - Emails announce dates/times
 - Your supervisor will provide all required PPE
 - Dress appropriately for your work environment:
 - No open toe shoes, sandals or flip flops are allowed in laboratory and shop spaces.
 - Wear protective footwear when required.
 - For your protection comply with all SIGNS!!



You can eat with false teeth You can't see with a glass eye

Control Programs



- CPR/First Aid/AED
 - 50 AEDs on site
- Fire Drills
- Traffic





- Comply with all local and state laws as well as posted speed limits
- Give way to emergency vehicles
- Do not stop on barriers at gate
- Pedestrians in cross walks have right of way
 - Make sure driver sees you





 Winter weather - walking on icy sidewalks, or driving on snow covered roads. (slips, trips and falls)

Control Programs (Cont.)



Review Handout

Shoreside or Shipboard Pocket Safety Guide

Specifically – Confined Space, Fall Protection, Energy Control (LO/TO), and HAZMAT/HAZCOM

HAZMAT/HAZCOM



- All employees who work with hazardous materials (HAZMAT) shall receive training before working with any hazardous material per the hazardous communication (HAZCOM) standard 29 CFR 1910.1200.
 - Initial HAZCOM training via ESAMS and as directed by supervisor based on job tasks.
 - Covers changes implemented by Globally Harmonized System.
 - Revised labeling and SDS (8 to 16 sections, pictograms).





Safety Data Sheet (SDS)



 Provides information needed to safely use, store and dispose of hazardous materials.



SAFETY DATA SHEETS ELEMENTS

- IDENTIFICATION Includes product identifier; manufacturer or distributor name, address, phone number, emergency phone number; recommended use; restrictions on use.
- HAZARD(S) IDENTIFICATION includes all hazards regarding the chemical; required label elements.
- COMPOSITION / INGREDIENT INFORMATION includes information on chemical ingredients; trade secret claims.
- FIRST-AID MEASURES Includes Important symptoms / effect, acute delayed; required treatment.
- FIRE-FIGHTING MEASURES
 Lists suitable extinguishing techniques,
 equipment, chemical hapards from fire.
- ACCIDENTAL RELEASE MEASURES Lists emergency procedures: protective equipment; proper methods of containment and cleanue.
- HANDLING AND STORAGE Lists precautions for safe handling and storage, including incompatibilities.
- EXPOSURE CONTROL
 / PERSONAL PROTECTION
 Lists 08HA's Permissible Exposure Limits
 (PELs): Threshold Limit Values (TLVH):
 appropriate engineering controls:
 personal protective equipment (PPEs).

SAFETY DATA SHEETS ELEMENTS

- PHYSICAL & CHEMICAL PROPERTIES Lists the chemical characteristics.
- STABILITY & REACTIVITY
 Lists chemical stability and possibility
 of hazardous mactions.
- TOXICOLOGICAL
 INFORMATION includes routes
 of exposure; related symptoms, acute
 and chronic effects; numerical measures
 of toxical control control of toxical control co
- ECOLOGICAL INFORMATION Includes ecotoxicity, persistence and degradability: tio accumulative potential and mobility in the soil.
- DISPOSAL CONSIDERATION Describes waste residues and information on their safe handling and methods of disposal, including the disposal of contaminated packaging.
- TRANSPORT INFORMATION includes UN number and proper shipping name; transport hazard class(es); packaging group, environment hazards.
- REGULATORY INFORMATION Includes safety, health and environmental regulations specific for the product.
- OTHER INFORMATION As needed. Reorder: GHS-19604 www.ComplianceSigns.com



Report Hazards



See Something, DO Something!

- Report to Supervisor (follow-up) (can do anonymously)
- Unsafe/Unhealthful Form (ESAMS/Bulletin board)
- Email <u>safetynswccd.fct@navy.mil</u>
- Facilities Service Desk (301-227-1330)
- Notify Departmental Safety Rep/COI
- Contact Safety Branch POC

Potential Exposures



- Older buildings may have intact stable asbestos or man-made vitreous fibers (MMVF)
- If any surface is accidentally damaged/exposed (especially in old buildings):
 - Do not disturb the exposed material
 - Secure any fans/blowers/doors in the areas which may cause the material to become airborne
 - Contact your supervisor and the safety branch immediately

Occupational Health



- Occupational Health Clinic is located at Walter Reed Medical Military Medical Center (WRNMMC) in Bethesda, MD. (9 miles)
 - Medical surveillance programs
 - Supervisor provides Form 5100/1T generated by ESAMS
 - Must bring signed form back to supervisor
 - Audiology services hearing conservation program (base line)
 - Certification exams Pre-placement exams to determine if you are fit for duty or medically qualified for your job.
 - Physical for respirator (we provide fit testing and respirator after physical completed
 - Industrial Hygienists
 - Conduct workplace surveys
 - Spot checks
 - As requested investigations

Occupational Health (Cont.)



During Heat Stress Conditions

 Flags are no longer flown but "All Hands" notices are posted on the NSWCCD Intranet home page to indicate heat conditions when appropriate (starting w/ temps >80 WGB).







Occupational Health (Cont.)



- RODS (Recreational Off-Duty Sports)
 - Black Flag Release Waiver Form Prior to engaging in Employee Services Association (ESA) sponsored athletic activities during Black Flag conditions, participant must obtain and complete the Black Flag Waiver Form and submit it to ESA, where it will be maintained.

NSWCCD EOSH - Web Access





O Quick Links

Carderock Cafe

Carderock Intranet Sites DADMS & DITPR-DON **Division Quality Mgmt System**

(QMS)

DTS Travel

Maritime Technology Information Center (MTIC)

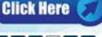
Mentoring Web Page

- ▶ Online Training **OPM Data Breach**
- ▶ Organizational Charts SharePoint Home **Technical Services**

Employee Toolbox

- ▶ Communications Toolbox 2017 Payday & Holiday Schedule/Calendar
- ▶ Carderock Brochures **Emergency Action Quick** Reference Guide Photo Gallery
- Shuttle Bus & Transit Info

Check it out! Carderock's **Year in Review** 2016





Announcements

- . West Bethesda MTIC Parking Lot restriction, May 1.
- · West Bethesda Carderock's Professional Societies Day, May 3
- · Division Voluntary Leave Transfer Program Update as of April 24
- . West Bethesda National Day of Prayer, May 4

Carderock Division

- . West Bethesda Prescription safety evewear opticians visit. May 4.
- . Division Mandatory DON EEO Training Notice: Available in TWMS or Face to Face Training (next session May 11)

More Announcements ≥



Wavelets



From the Top



Captain Mark Vandroff, USN Commanding Officer



Dr. Joseph T. (Tim) Arcano, Jr. **Technical Director**

Got a question or comment for leadership? Send an email to the leadership mailbox.



Leadership Mailbox



INCLEMENT WEATHER GUIDANCE

fusion



FORCE PROTECTION CONDITION

CARDEROCK DIVISION INTRANET



* Where the Fleet Begins *

INTRANE

Quick Links

Carderock Café



Command Intranet Sites

Board of Directors (BOD) Code 00 - Division

Command

Code 01 - Office of the Comptroller

Code 02 - Contracting & **Acquisition Department**

Code 10 - Operations Department

Code 60 - Survivability, Structures, Materials & **Environmental Department**

Code 70 - Ship Signatures Department

Code 80 - Naval Architecture & Engineering Department

Code 90 - Machinery Research & Engineering Department

Cyber Security Program

Facilities & Model Fabrication

Environmental & Occupational Safety & Health (EOSH) Office

Human Resources Office

Investment Portfolio

Naval Criminal Investigative Service (NCIS)

Security Office

NSWCCD EOSH - Web Access (Cont.)







Supercours nathing

MEJ IAPU/Property Demografican Miss

Explosives Solety











Environmental & Occupational Safety & Health (EOSH) Office

The Environmental and Occupational Safety and Health (EOSH) Office is responsible for regulatory compliance for both Environmental programs and Occupational Safety and Health programs. This office is responsible for providing assistance with and oversight of compliance with applicable environmental, occupational safety, radiation safety, and explosives safety requirements throughout the West Bethesia Site and its

The EOSH maintains personnel and offices in West Betheads, MD, Little Creek, VA. and Bayview, ID. Program support is provided to the Cardereck Division's other detachment ories through the LOSH staff and resources

O Contact Information

- Safety Office (301) 227-1510
- (901) 227-1892
- Britanness A-Z
- Emgran PGCa
- Week Hethersta POCs

O Travelers



· Said origing Moster List

O Norwa

The Cocupational Safety and Hearth Office (OSH) has a new contralized e-mail appress. NSWOOD Safety Office owners safety of for@cony.mll

Feel free to use it if you have general questions, suggestion, feedback, are submitting medical surveillance documentation (he sure to most message and attribute nix appropriately), need ESAMS TWO, ex. We got lowerd to hearing from you.

POC Is 08H Branch Hood Anciew Glagnatova at antinya blagnakova ginaw mili or 301 227



O Usoful Links

- Other & Authoritive User Diet (40.00)
- + Disposal of Harandous Visses-Brighting (alteres)
- · STEEN METER
- (News) to reason 2019(C)
- E8/W3
- + On Line Balety Training USHW Manageris.
- · Report Constitutions and WHEN DISCOURSE BUILDING
- Report Unsafe/Unnastmid OWATORING: Two commonts conger shubt or exists. broadmay contact your supervisor, or call the OBH. Office of 227/15/136

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Policy statement

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- CARDEROCKOWNST
- · NAVESESSES STOLLING · NAVOSESSNOT STOLEN.
- NUMBER STOOLESS (CH. II)
- Procurement Authorization
- · Becoming

(09.1)

· Water News Notional Milbert Medical Contact (Modernia) Industria Hypione

O Forms

- Job Hazard Analysis SHIFE
- but traded Alayan,
- JHA Development Training
- Hazard Taben Ecomples. - 00 Form 2272

Environmental



- CO's Environmental Policy statement is in your packet.
- Federal, state and Navy environmental regulations apply on base. Do not pour anything down any drains, sinks, or on the ground.





 In case of any type of spill attempt to safely isolate/contain the spill and contact the Environmental Office (Code 1023) at (301-227-1892/1510)





• If you cannot do so safely, contact the emergency number (202- 433-3333) for proper removal/disposal. Report your installation (Carderock), building #, your name and emergency type/info.

Environmental (cont.)









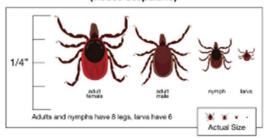
- Park only in designated areas not off road, on the grass, or under trees.
- We have several wildlife species here, do not feed geese or other wildlife.







How to Identify Black Legged or Deer Ticks (Ixodes Scapularis)



Radiation Affairs Support Program (RASP)



- Training for Members of the <u>Public</u> and Other Organizational Personnel Working in Proximity to RASP Controlled Areas
- Anyone not in the RASP is considered a member of the public
- Training ensures you can:
 - Recognize radiation hazard areas
 - Know what to do when you see them
 - Understand radiation dose requirements
 - Know who to contact for more information

RASP Safety Training (Cont.)



- Variety of radioactive materials and radiation producing devices/sources used in support of science, engineering, R&D
 - Audits/surveys routinely conducted of operations to ensure safety of the public.
 - Personnel working in these areas are monitored by dosimeter
- Obey warning signs Ionizing radiation warning signs have a magenta trefoil with a yellow background









Types of Radiation



 Non-ionizing radiation – lasers, radiofrequency (RF) emitters, visible light – sunlight, indoor lighting (does not change cell structure or DNA - normally not harmful)

 Ionizing radiation- radioactive sources/x-ray devices, gamma and all particle radiation from radioactive decay (may cause change to cell structure or DNA - harmful under conditions)

Radiation Dose



- Per NAVMED P-5055, the annual exposure limit for radiation workers is 5,000 mrem p/yr. Per RAD-010, the Navy has further reduced the annual limit for these workers to 500 mrem p/yr.
 - Radiation exposures which were compliant with these annual limits have been scientifically proven to cause no injuries to man.
- While working adjacent to these areas at NSWCCD your radiation dose will not exceed 100 mrem in a year from RASP-controlled sources. (Equivalent to normal sunlight exposure per year)

RASP Points of Contact



- Who should I contact if I have further questions?
 - Your supervisor.
 - The applicable Facility Manager.
 - Radiation Safety Office at 301-227-2316 or 3014/4584/1510.

Emergencies



To report a fire, hazardous materials spill or medical emergency call 202-433-3333 and notify your supervisor.







Our on-base Fire Department/EMT and Security services will dispatch and respond to your call.

DO NOT DIAL 911. Call 202-433-3333.

YOUR Role

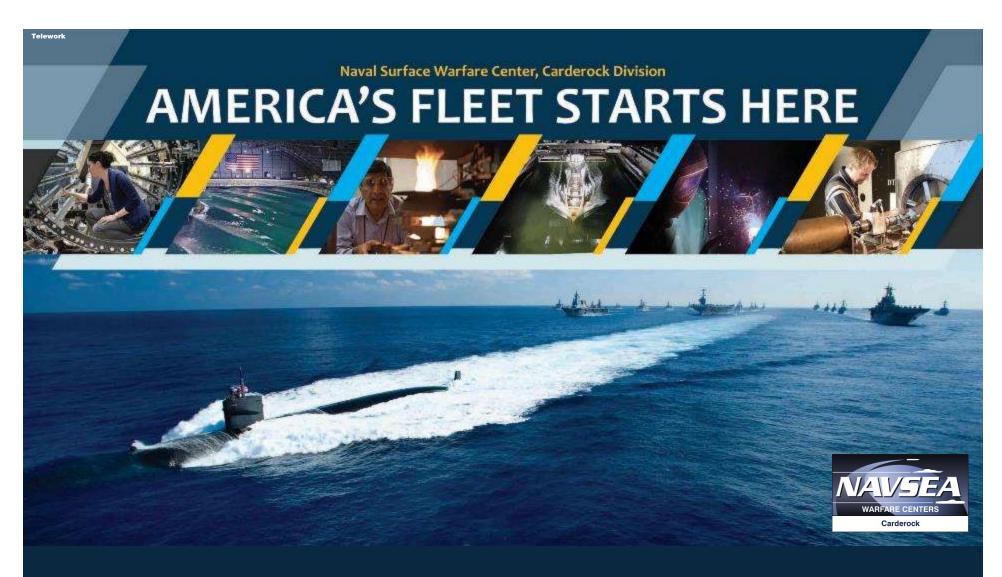


- Review the handouts
- Comply with SMS
- Focus on safety
 - Integrate safety into what you do
- Plan to work safely
 - Know what the risks are
- Don't accept non-compliance as the norm
- Every workplace has hazards
 - Know yours
- Set a good example and get involved

Break - 2



BREAK 2



Ethics Brief

CAPT Todd E. Hutchison

Commanding Officer, NSWCCD

EEO, Code 10E

Lawrence Tarasek

Technical Director, NSWCCD

Top Five Topics



- 1. Gifts
- 2. Financial conflict of interest
- 3. Impartiality
- 4. Misuse of Position
- 5. Hatch Act



Gifts From an Outside Source



What is a Gift?

Unless permitted by exception, an employee may not solicit or accept gifts

- From a prohibited source (e.g., Navy contractor)
- Given because of official position (e.g., local country club offers free membership to CO of an installation)



Gifts from Outside Source



Even if an exception exists, employees should consider declining an otherwise permissible gift if they believe that a <u>reasonable person with knowledge of the relevant facts would question the employee's integrity or impartiality</u> as a result of accepting the gift.

Some relevant factors to consider are whether --

- (1) The gift has a high market value;
- (2) The timing of the gift creates the appearance that the donor is seeking to influence an official action;
- (3) The gift is provided by a prohibited source;
- (4) Acceptance would provide the donor with significantly disproportionate access

Gifts From an Outside Source



Exception to gift prohibition

- Gifts of \$20/less per occasion and no more than \$50 from one source in a calendar year; (focus is FMV [or face value] of gift)
- Gifts motivated by personal or family relationship
- Gifts based on outside business or employment relationship
- Widely attended gatherings
- Social invitations from non-prohibited source
- Meals in foreign areas







Gifts From an Outside Source



What should I do with a prohibited gift?

- Return it
- Pay fair market value
- If perishable, give to charity, share among co-workers or destroy
- Reciprocation is not allowed



Gifts Between Employees



Unless there is an exception, the general rule is that an employee shall not give his official superior a gift

- Two exceptions:
 - Occasional Basis
 - Special Infrequent Occasion

Occasional Basis

- Items, other than cash, with a value of \$10 or less (e.g., birthday, holiday)
- Food and refreshments shared in office
- Personal hospitality at residence
- Items given in connection with receipt of personal hospitality

Gifts Between Employees



Special Infrequent Occasion

- Personal significance such as marriage, illness, birth, or adoption of child
- Termination of superior-subordinate relationship such as retirement, resignation or transfer

*NOTE: JER limitation of \$300

Conflicting Interests



Two Laws

18 U.S.C.
SECTION 208
Criminal
Statute
Conflicting
Financial
Interest



5 C.F.R.
SECTION
2635.502
Standards
of Conduct
Regulation
Appearance
of Partiality

18 U.S.C. SECTION 208 (Financial Conflicts)



Prohibits government employees from taking official action with respect to a particular matter if

- They have a financial interest in the matter, and
- The particular matter will have a direct and predictable effect on that interest.

Example:

- You own stock in Raytheon
- You are asked to serve on a technical evaluation panel where Raytheon is one of the offerors
- Do you have a conflict?

Note: \$15,000 exemption in a matter

18 U.S.C. SECTION 208 (Continued)



Financial interests of the following are imputed to the government employee:

- Spouse
- Minor child
- Organization which the employee serves as officer, director, general partner or employee
- Person with whom employee is negotiating for employment

Example:

- Your spouse's grandmother died last year and left him/her Lockheed Martin (LM) stock.
- You are evaluating a proposal submitted by Lockheed Martin for a NSWCCD requirement
- Do you have a conflict?

18 U.S.C. SECTION 208 (Continued)



Remedial Action: 208 Conflict

- Recusal/Disqualification
- Divestiture
- Waiver



5 C.F.R. SECTION 2635.502 (Impartiality)



Appearance of Partiality

- If there is no 18 U.S.C. 208 conflict of interest, a government employee may still have an appearance problem under the Standards of Conduct Regulation 5 C.F.R. 2635.502
- Do not participate in a matter, without written supervisory approval, if
 - The matter is likely to affect the financial interests of a member of the employee's household, or
 - A person with whom the employee has a "covered relationship" is involved in the matter







An employee has a covered relationship with, for example:

- A member of the employee's household
- A relative with whom the employee has a close personal relationship
- A person for whom the employee's spouse, parent or dependent child is an employee
- Any person with whom the employee has been employed within the last year
- A person with whom the employee has a business or financial relationship
- An organization in which the employee is an active participant (e.g., committee chairperson)

5 C.F.R. SECTION 2635.502 (Continued)



Example 1:

- Your brother recently was hired by Northrop Grumman
- You are serving on an evaluation panel where NG is one of the offers

Example 2:

- You were hired six months ago you had been working at General Dynamics (GD)
- You do not own GD stock
- You are asked to serve on an evaluation panel for GD

Misuse of Position



- -Use of public office for private gain.
- -Endorsing any product, service, or company.
- -Use of nonpublic information
- -Misuse of government property or official time

Use of Public Office for Private Gain



Example: You were asked by a friend to find out why his grant application has not yet been granted by the Office of Naval Research (ONR). You call over to a colleague at ONR to find out the status of your friend's grant application.

Example: You have an outside business selling cookware. You invite your subordinates to your house this weekend to participate in a cookware party where you will be selling your cookware.

Endorsements



You may not use, or permit someone else to use, your official authority to imply the government endorses any personal activity

- Be wary of interviews to discuss effectiveness of product
- Letters of reference are acceptable in certain circumstances
- Fundraising and official speech

Use of Non-Public Information



Example: In your private capacity, you are involved in an organization to save the whales. You become aware of a Navy project that has not yet been released to the public. You are concerned the project may harm the whales.

-Can you inform your organization about the Navy project?



Misuse of Government Property or Official Time



You may only use government property for official and authorized purposes.

 You may not use it to send emails about your personal business. (JER).

You may not use official time to conduct your personal business.



Hatch Act



- Applies to Executive branch employees of the Federal Govt.
- Limits certain political activity in the work place
- But Why?
 - To ensure federal programs are administered in a nonpartisan fashion
 - Protect employees from political coercions in the workplace
 - Ensure federal employees are advance based on merit and not political affiliation.

NSWCCD Ethics Counselors



David Gattis (Deputy Counsel)

Dawn Russell

Justin Briones

Gail Kessler

Tel: 301-227-3566

david.gattis@navy.mil

dawn.c.Russell@navy.mil

justin.v.briones@navy.mil

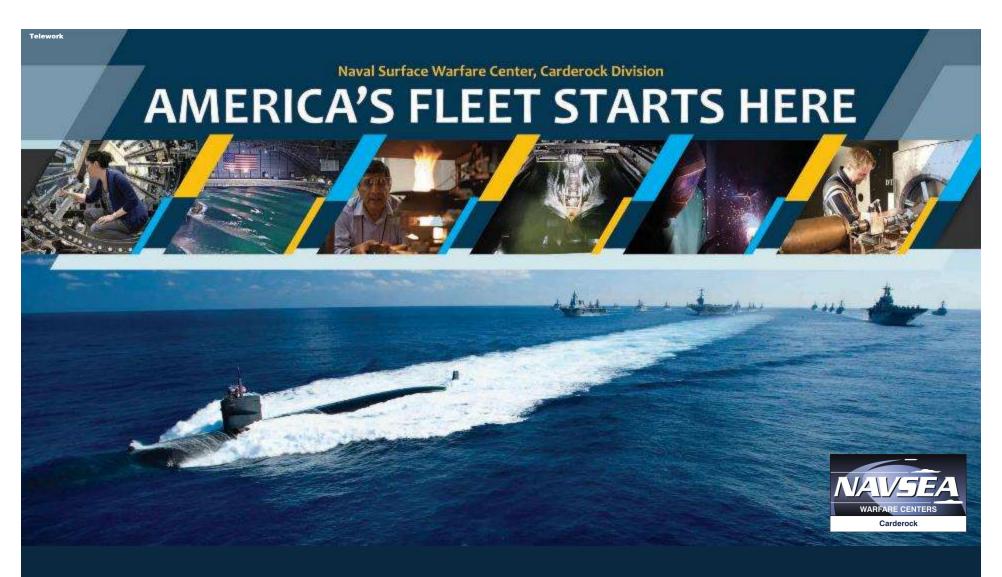
gail.d.kessler.civ@us.navy.mil

Ethics Questions



Questions??

Remember: CYA



A Look From The Bridge Brief

CAPT Todd E. Hutchison

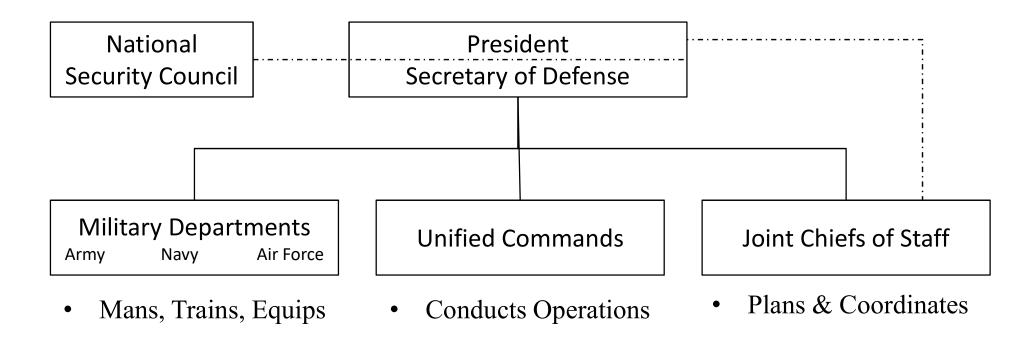
Commanding Officer, NSWCCD

Code 00E

Lawrence Tarasek

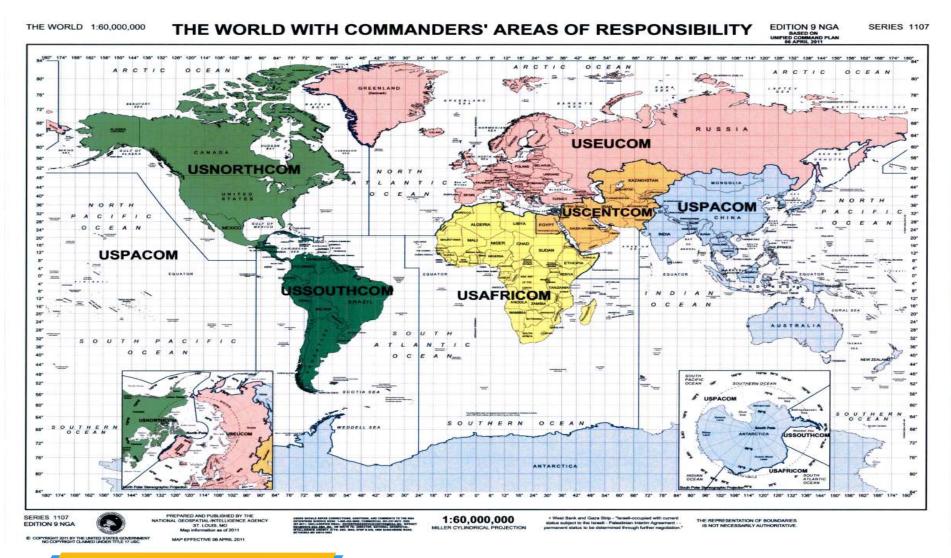
Technical Director, NSWCCD

The Defense Organization



Unified Commander Area of Responsibility





U.S Department of the Navy Per Title 10 U.S. Code



Title 10, U.S/ CODE Requires the Creation of the Department of the Navy to:

Conduct and sustain combat operations at sea.

Support the National Interests of the United States in maritime domain.

Maintain, train and equip combat ready Naval forces capable of winning wars, deterring aggression.

Protect and preserve the freedom of the maritime domain.

For more information regarding Title 10, Department of the Navy- Please visit https://www.law.cornell.edu/uscode/text/10/subtitle-C/part-I/chapter-503

Protect and preserve the freedom of the maritime domain









AMERICA'S FLEET STARTS HERE

Navy & Marines Today (24 Jan)



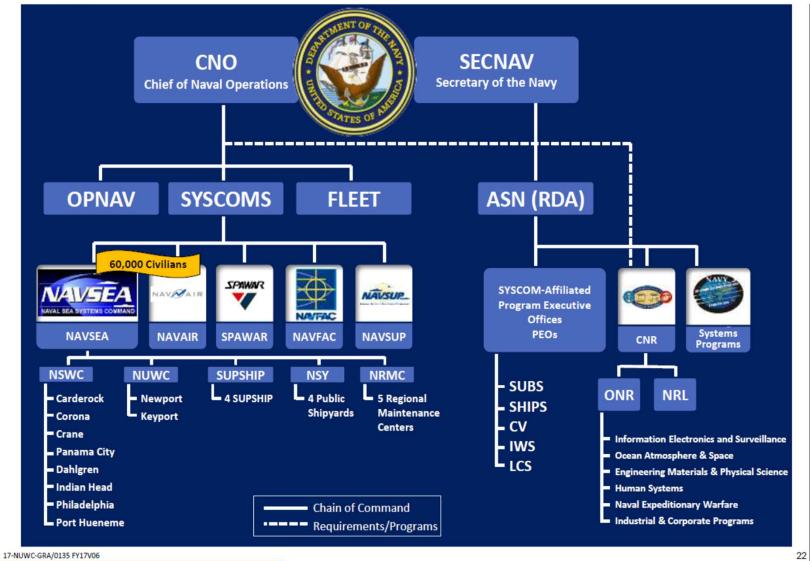


	USNI	News
2007		

Ships Deployed by Fleet					
Deployed Ships Underway	Non-deployed Ships Underway	Total Ships Underway			
59	25	84			

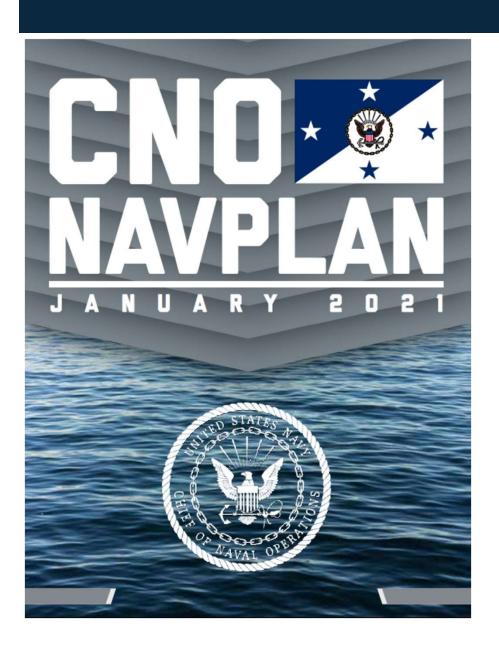
Department of Navy





CNO NAVPLAN

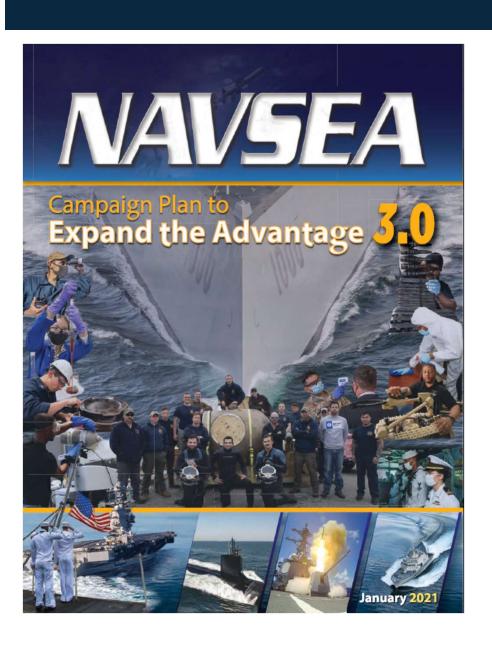




- The Growing Threat to American Security & Prosperity
- Our Response:
 - Deploy Forward to Defend America
 And our allies and protect freedom of the seas
 - Deliver the All-Domain Naval Power
 America Needs to Win
 - Readiness Deliver a More ReadyFleet
 - Capabilities Deliver a More Lethal,
 Better Connected Fleet
 - Capacity Deliver a Larger, Hybrid
 Fleet
 - Sailors Develop a Seasoned Team of Naval Warriors

NAVSEA Campaign to Expand the Advantage





Mission Priorities

- Deliver Combat Power:
 On-Time Delivery of
 Combat-Ready Ships,
 Submarines and
 Systems
- Transform DigitalCapability
- Build a Team toCompete and Win

Work Aligned to Mission Technical Capabilities

Technical Capability:

A blend of intellectual and physical assets provided by a cadre of technical <u>people</u> with knowledge, skills, experience and requisite <u>facilities</u> and <u>equipment</u> that yield technical products

Science & Technology (S&T)

Research & Development (R&D)

Technical Capability characteristics:

- Form the basis for making consistent, national work assignment decisions
- Constitute Centers of Excellence unique to each Division, with alignment to Division missions
- Foster collaboration while minimizing duplication
- Provide a coherent framework to understand what we do
- Enable strategic alignment of products and services to naval objectives

Test & Evaluation (T&E)

Product Delivery Fleet Support

NSWC CARDEROCK DIVISION

16 TCs in <u>Naval Architecture and Marine Engineering</u> for surface & undersea vehicles and associated ship systems.

NSWC CORONA DIVISION

8 TCs in the <u>Performance Assessment</u> of weapons and combat systems independently from the unit level through force level.

NSWC CRANE DIVISION

6 TCs in <u>Electronic Warfare</u>, <u>Special Warfare Weapons and Devices</u>, <u>and Strategic Systems Components</u> and hardware.

NSWC DAHLGREN DIVISION

27 TCs in <u>Surface Ship Weapons System Development and Integration</u> up to and including force level, missile defense, strategic systems and related areas of Joint and Homeland Defense.

NSWC INDIAN HEAD DIVISION

9 TCs in <u>Energetic Systems and Energetic Materials and</u>
<u>Capabilities</u> in ordnance disposal technology focusing on tools and personnel to counter IEDs.

NUWC KEYPORT DIVISION

14 TCs for <u>Undersea Warfare (USW) Test and Evaluation (T&E), Inservice USW Systems</u> integration and supportability, industrial base maintenance and material support for in-service and developmental LISM systems.

NUWC NEWPORT DIVISION

20 TCs for <u>USW Systems Development and Integration</u> for sensor systems, weapons, vehicles, and other payload systems, USW compunications, training, and combat systems.

NSWC PANAMA CITY DIVISION

11 TCs for <u>Mine Warfare Systems and other Littoral Warfare Systems</u> including mines, special warfare systems, diving and life support systems

NSWC PHILADELPHIA DIVISION

13 TCs for <u>Surface and Undersea Vehicle Machinery, ship Systems, Equipment and Material</u> (including cyber-security, comprehensive logistics, and life-cycles sayings through commonality).

NSWC PORT HUENEME DIVISION

9 TCs for <u>Surface Ship T&E, In-service Engineering & Logistics and Integration</u> of weapons, combat and warfare systems as the primary interface with the surface fleet.

Provide foundation for effective governance of a disciplined work assignment process and supporting technical authority

Carderock by the Numbers



Resources (FY21)

- Navy Working Capital Fund Organizatio 1
- ■\$957M Total Obligation Authority
- •\$334.5M Contract Obligations
 - 35% Small Business

Facilities

- 7 detachments with unique missions
- Hydro, structural & acoustic laboratories at WB site

Departments

- 3 technical departments
- 3 business departments

Workforce

- 2,772 Civil Service
- 1 Military
- 1,755 Scientists & Engine ers
- Education
 - 194 PhDs
 - 779 Masters
 - 1,341 Bachelors
- 115 Student Interns
- 15 Visiting Professors

12 yrs. average service

42 yrs. average age

Top 5 Sponsors

- PEO Submarines
- PEO Columbia
- PEO Ships
- PEO USC
- Office of Naval Research

Top Engineering Fields

- Mechanical Engineer
- Naval Architect
- Chemical, Computer, Environmental Engineer
- Materials Engineer
- Electrical Engineer

Distribution Statement A: Approved for Public Release; distribution unlimited.

CIVILIAN PERSONNEL RESERVIST DUTY PROGRAM



Meredith Miller Military Reservist Coordinator (MRC) (215) 300-3671

meredith.a.miller@navy.mil

If you are a military reservist, please contact the MRC and register with the program. The MRC will guide you through the processes you need to take when going on Training Duty or Recall/Mobilization.

Distribution Statement A: Approved for Public Release; distribution unlimited

What's Your Picture?





A Look From the Bridge



QUESTIONS?



Distribution A – Approved for Public Release, Distribution Unlimited

264

Security Message



The protection of U.S. Government assets including people, property, and both classified and controlled unclassified information is the responsibility of each and every member of the Department of Navy (DON), regardless of how it was obtained or what form it takes. Our vigilance is imperative. Anyone with access to these resources has an obligation to protect it.

The very nature of our jobs dictates we must lead the way in sound security practices. Anything less is simply not acceptable.

You may face legal and/or administrative sanctions if you knowingly, willfully or negligently commit security violation.

Personnel Security Program (PSP)



- Authorize initial/continued access to classified
- Authorize assignment to sensitive duties
- Validate loyalty, reliability and trustworthiness
- Ensure access consistent with the interests of national security

PSP Policy Guidance



- EO 13526, Classified National Security
 Information
- EO 10450, Security Requirements for Government Employees
- EO 12968, Access to Classified Information
- DoD 5200.2-R, DoD PSP Regulation
- DoDI 5200.02, DoD PSP
- SECNAV M-5510.30C DON Personnel Security Program

Personnel Security



A security clearance is a privilege, not a right.

When you accept the privilege of access to classified information, you are also accepting the responsibilities that accompany this privilege.

This is a LIFELONG responsibility!

Security Clearances



- Employment with the NSWCCD requires you to maintain eligibility for access to classified information
- Completed Electronic Questionnaires for Investigation Processing (e-QIP) system
- Access to classified information will be authorized at the level necessary to perform your duties

Eligibility for Access to Classified Material is a privilege, not a right.



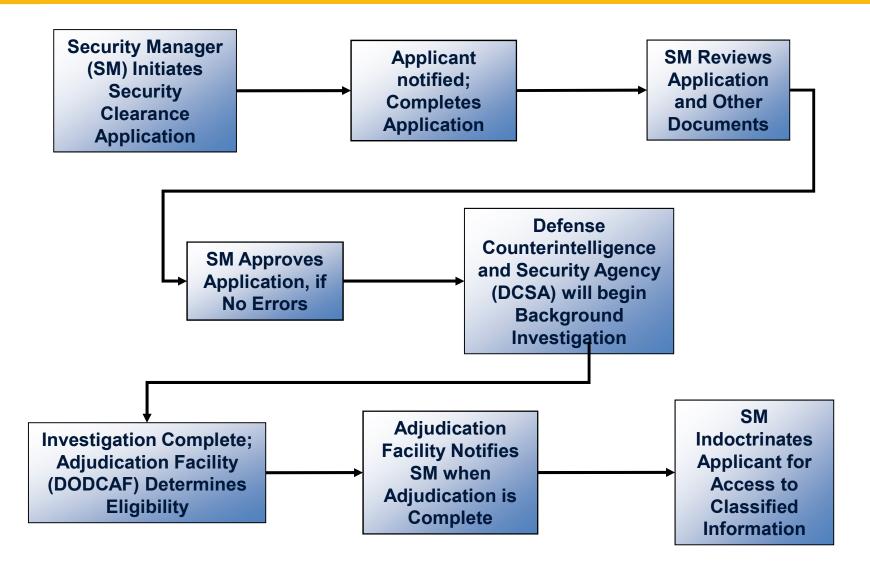
Your Security Clearance



- Position sensitivity and/or duties will determine level of clearance or access
- There are three levels of Security Access Requirements (SAR):
 - Top Secret (TS)
 - Secret (S)
 - Confidential (C) Not used for Carderock civilians.
- You MUST coordinate with your Security Manager for all matters concerning security clearance/access!

Security Clearance Process





Security Clearance Investigation NA



- All DoN government and contractor personnel are subject to a personnel security investigation (PSI) and a periodic re-investigation every 5, 10 or 15 years*.
- Investigations are conducted to determine suitability for a position of trust and/or granting of a security clearance.
- Your suitability is continually assessed!

^{*}Depending on the level of eligibility

PSI Types



- Initial Eligibility
 - T3 Secret, replacing ANACI/NACLC
 - T5 Top Secret, replacing SSBI
- Periodic Reinvestigations
 - T3R Secret, replacing ANACI/NACLC
 - T5R Top Secret, replacing SBPR, PPR

Key Components / Elements



Interrelated Organizations, Systems and Databases

- Defense Information System for Security (DISS)
- DoD Consolidated Adjudications Facility (CAF)
- Defense Civilian Personnel Data System (DCPDS)*
- Defense Enrollment Eligibility Reporting System (DEERS)
- Secure Web Fingerprint Transmission (SWFT)
- Electronic Questionnaire for Investigative Processing (e-QIP)

*DEERS Interfacing Client System

Position Sensitivity



- Suitability (public trust vs. national security)
- Position Sensitivity (dependent upon risk)
 - Four levels (three sensitive/one non-sensitive)
 - Special-sensitive (SS)
 - Critical-sensitive (CS)
 - Noncritical-Sensitive (NCS)
 - Non-Sensitive (NS) Not used at Carderock

New PSP Terminology



Old Term

New Term

- Security Clearance
- Security Clearance Eligibility
- Interim Clearance

Temporary Access

Adjudication Factors



Each factor contains three parts:

- <u>The Concern</u>: A description of the behavior or situation that could create a risk to national security interests.
- Conditions that could raise a security concern and may be disqualifying: A description of the actual behaviors or situations that are of concern pertaining to the individual's eligibility for information and/or assignment to sensitive duties.
- Mitigating Factors: A description of conditions that could mitigate the security concern.

Adjudicative Process



- Each case is judged on its own merits
- Determination of whether the granting or continuation of eligibility for a security clearance is clearly consistent with the interests of national security
- Overall common sense determination
- Evaluated in the context of the whole person

13 Adjudicative Guidelines



- A Allegiance to the U. S.
- B Foreign Influence
- C Foreign Preference
- D Sexual Behavior
- E Personal Conduct
- F Financial Considerations
- G Alcohol Consumption
- H Drug Involvement
- I Psychological Conditions
- J Criminal Conduct
- K Handling Protected Information
- L Outside Activities
- M Misuse of Information Technology Systems

Access Eligibility Process



Eligibility Determination

Administrative action, usually involving a form of background investigation and adjudication determination



SF 312

Classified Information Nondisclosure Agreement:
All persons authorized access to classified information are required to sign a SF 312, a legal contractual agreement between you and the U.S. Government.



Need-to-Know

Determination made by an authorized holder of classified information that a prospective recipient requires access to perform a lawful and authorized government function.



Access

The ability and opportunity to obtain knowledge of classified information.
This can involve seeing, hearing, or touching classified information, material, or equipment.

Continuous Evaluation Program



Employees must recognize and avoid behaviors that might jeopardize their security clearance.

In accordance with CARDEROCKDIVINST 5500.4E for Continuous Evaluation Program, dated 22 FEB 17: individuals are required to report to their supervisor or appropriate security personnel and seek assistance for <u>any incident or situation that could affect their continued eligibility for access to classified information</u>. Individuals shall be initially and periodically briefed thereafter, to ensure familiarity with pertinent security regulations and the standards of conduct required of individuals holding positions of trust.

The ultimate responsibility for maintaining eligibility to access classified information rests on YOU!

Personnel Security



Continuous Evaluation Program (CEP) Reporting

- Suspicious contacts
- Security violations or infractions
- Adverse information (oneself or co-worker)
- Change in name, residence or marital status
- Decline classified work/security responsibilities

Automated Continuous Evaluation System (ACES)

 Under continuous monitoring, the Government will automatically collect information ranging from your boat registration to your divorce.

Self-Reporting



Self-reporting is mandatory and emphasizes personal integrity

With this privilege comes the obligation to report certain activities

Foreign Travel



Foreign Contacts



Marriage/Divorce



Alcohol Abuse



Drug Use





Bankruptcy/ Credit Issues



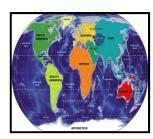
Incarceration/ Arrest



Foreign Allegiance



Loss/Compromise of Classified Info



*Foreign Influence

*Foreign Ownership, Control or Influence (FOCI) concerns

Recent Updates



- THC/Marijuana use is illegal for ALL employees that have eligibility. This includes student interns that return to work for the federal government (including government contractors) after graduating from college.
- All foreign crypto currency and stocks must be reported unless they are managed by a brokerage based in the United States (TSP for example).
- THC stock ownership is not allowed per recent guidelines and is a reporting requirement.
 Disassociation with the stock is a mitigating situation per the CAF.

Individual Responsibility



 Becoming familiar with local security regulations pertaining to your assigned duties

 Notifying your Security Official of changes in your status that could affect your security clearance eligibility

Personnel Requiring SF312s



Everyone is required to sign an SF312 in front of a witness

EMPLOYEES WILL MEET WITH AO'S BY CODE AFTER THE TWO DAY ORIENTATION OR YOU CAN COME TO BUILDING 42 RM 100

*CODE 034 - Dana McVey

> Amberly Smith

*CODE 10 – Kim Dempsey

> Dale Baugher

*CODE 60 - Tiffany Nekota

> Matthew Daniel

*CODE 70 - Katie Kiernan

> Sean Hughes

*CODE 80 - Donna Intolubbe

- > Jack Mueller
- > Madeline Miller
- > Heather Tomaszek
- > Ryan Lee
- > Katie Krohmaly

Personnel Requiring Attestations NAVSEA



A Verbal Attestation Statement is required for those whose name is listed below

Heather Tomaszek - COMPLETE AT NSWCCD BLDG 42 RM 100 or call 301-227-1289

Security Is...



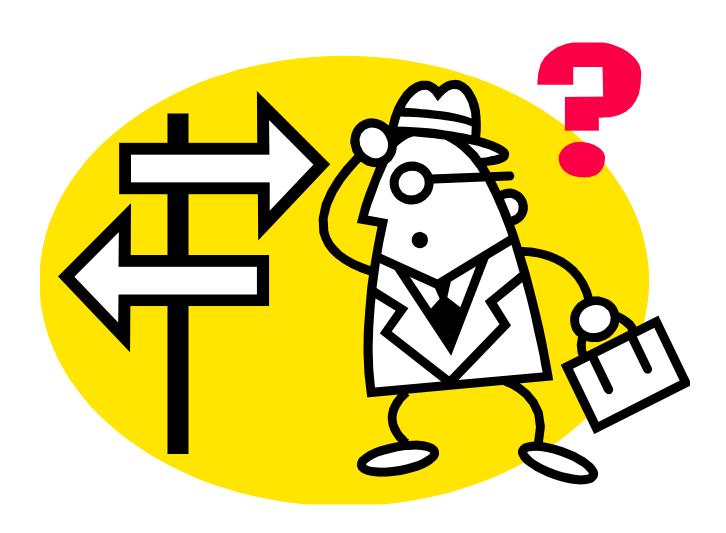
- » You
- » Me
- » Us
- » We

....a <u>Team</u> effort.

.....and Everyone's Responsibility

Questions





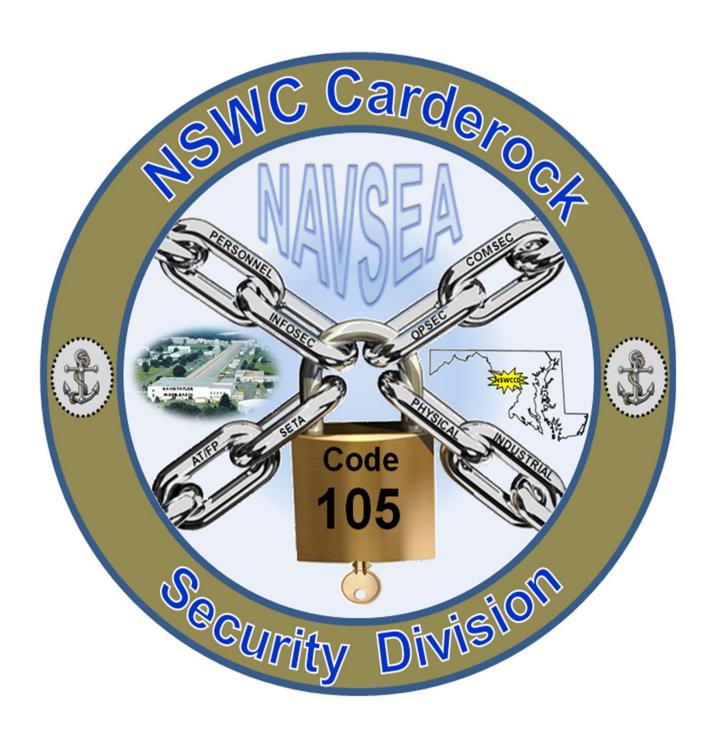
PERSEC POC Information



PERSEC POC Information

- David P Hess, <u>david.p.hess3.civ@navy.mil</u>
- Terry L Tate, <u>terry.l.tate.civ@us.navy.mil</u>
- Lynnette Wilson, lynnette.wilson.civ@us.navy.mil
- Afton N Alvarado, <u>afton.n.Alvarado.civ@us.navy.mil</u>

Please call 301-227-1408 and ask to speak to the PERSEC Specialist on duty if you wish to talk to one of us.



Classified Info Non-Disclosure



SF-312, Classified Information Nondisclosure Agreement

- Full Name
- SSN
- Signature
- Witness
- Debriefing
- Lifetime

	OSURE AGREEMENT			707), or any successo	erwise after the employee obligations, ri or thereto section 7211 of title 5, United
N AGREEMENT BETWEEN	AND THE UNITED STATES	Code (governing disclosures to Co	gress); section 1034 of title	10, United States Co	ode, as amended by the Military Whistle n 2302(b) (8) of title 5, United States C
(Name of Individual - Printed or					n 2302(b) (8) of title 5, United States C pality, waste, fraud, abuse or public h
Intending to be legally bound, I hereby accept the obligations contained in					sea.) (governing disclosures that could
cess to classified information. As used in this Agreement, classified information					1978 (5 U.S.C. App.) (relating to disclose
cluding oral communications, that is classified under the standards of Executi					ess): section 103H(n)(3) of the National 3
atute that prohibits the unauthorized disclosure of information in the interest		Act of 1947 (50 U.S.C. 403-3h(a)(3)	(relating to disclosures to th	e inspector general of	f the Intelligence Community): sections
leets the standards for classification and is in the process of a classification (4(e) of Executive Order 13528, or under any other Executive order or statu		and 17(e)(3) of the Central Intellio	ence Agency Act of 1949 (5	0 U.S.C. 403a(d)(5)	and 403g(e)(3)) (relating to disclosures
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I hereby acknowledge that I have received a security indoctrination concern	sing the nature and protection of classified information	sanctions, and liabilities created by :	aid Executive Order and liste	d statutes are incorpo	prated into this agreement and are control
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een approved for access to it, and that I understand these procedures.					red. I acknowledge that the briefing offi
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I have been advised that the unauthorized disclosure, unauthorized retention		2001 , section 2001 .80(d)(2)) so th			
ould cause damage or irreparable injury to the United States or could be used		" NOT APP	LICABLE TO NON-GOVERNME	NT PERSONNEL SIGNIN	NG THIS AGREEMENT.
ill never divulge classified information to anyone unless: (a) I have officially ve		SIGNATURE		DATE	SOCIAL SECURITY NUMBER (See Notice be
e United States Government to receive it; or (b) I have been given prior				1-2011-10	GOODE GEODINI I NUMBER (See House Se
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inited States Code; and the provisions of the Intelligence Identifies Protection		THE EXECUTION OF THIS AGREE	MENT WAS WITNESSED		IED ACCEPTED THIS AGREEMENT
onstitutes a waiver by the United States of the right to prosecute me for any sta		BY THE UNDERSIGNED.		ON BEHALF OF T	THE UNITED STATES GOVERNMENT.
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NOTE: Contractors Only - fill out organization information

SF312 Instructions



- Per Office of the Director of National Intelligence (ODNI) "The witness' signature serves to validate that the individuals signature was executed on the Non-Disclosure Agreement (NDA) form. The individual's and witness' signatures must bear the same date." It must also be signed in ink.
- SF312 witness and acceptance will be signed by PERSEC personnel.
- SF312 will be uploaded into DISS and sent to OCHR-Silverdale.
- When requested by PERSEC briefer, print full name on top front of SF312 (above yellow highlighted area). Middle initial is fine for middle name if you have one.
- Sign/date back of form where highlighted when instructed to do so by the briefer.
- Turn camera off and enter your full SSN.

SF312 Instructions



- Do not sign anywhere else! Save to your electronic device.
- Click on link in DoD Safe email sent by PERSEC office.
- Click on green + add icon in "to" box.
- Enter NSWCCD PERSEC in Name box and <u>nswccd_persec.fct@navy.mil</u> in email box. Click Add & Close. Check box next to Encrypt every file (REQUIRED FOR FOUO, PII and PHI).
- Add Carderock2022 in the passphrase box.
- Click on Add files. Select your SF312 file(s).
- Click on Drop-off files. Click ok.
- You are done when DOD Safe states "Drop-off completed".
- Thank you for your time and welcome to NSWCCD.

Wrap Up



Wrap up (Questions) complete evaluations

Surveys



Surveys to Complete:

New Employee 2-Day Onboarding Survey:

https://www.surveymonkey.com/r/2DayOnboarding

We Value Your Input! Kindly complete this short survey to let us know how we are doing (Takes less than 5 minutes)

Carderock STEM Survey:

https://www.surveymonkey.com/r/G656YD6

Please use the link below to take a brief survey about your involvement in Science, Technology, Engineering and Math (STEM) activities prior to your employment at Carderock. STEM events, activities, and educational programs help prepare students for a successful career in STEM. Carderock participates in a wide variety of STEM programs to inspire, engage, educate, and attract the next generation of STEM professionals. The survey should only take 3 minutes of your time and your feedback will help develop return on investment metrics for command-sponsored STEM educational outreach efforts. If you are interested in learning more about Carderock STEM and Outreach, please contact Charlotte George at charlotte.george@navy.mil